

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **NOVEMBER**  
**SPECIAL Meeting of the Council held at**  
**6.15 p.m. in the Council Offices, Sedgefield, on**  
**Monday 13<sup>th</sup> November 2017**

## MINUTES

**Present**            **Cllr. Mel Carr (Chairman)**  
                        **Cllr. Gloria Wills (Vice-Chairman) and**  
                        Cllrs. David Brown, Vanessa Carmichael, Ann Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler, Alf Walton and Mavis Wayman

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

**1. Apologies**

Cllrs Allan Blakemore and Mark Cant.

**2. Declaration of interest**

None.

**3. Mr John Foster, Technical Director**

**Mr Neil Brooks, Senior Design & Planning Executive**

**Ms Laura Mordey, Design & Planning Executive**

**Presentation from Taylor Wimpey North East regarding proposed planning application for Stockton Road, Sedgefield**

Cllr Mel Carr welcomed Mr John Foster, Mr Neil Brooks and Ms Laura Mordey of Taylor Wimpey NE to the meeting and gave them the opportunity to present their proposed planning application for Stockton Road in Sedgefield.

Mr John Foster thanked the Town Council for the opportunity to present. Mr Foster explained that Taylor Wimpey have now acquired an interest in a further piece of land off Stockton Road next to their existing site (referred to as Eden Drive 1). The process to develop a planning application (for Eden Drive 2 the site newly acquired) is now just in the very early stages whereby consideration is being given to what can and can't be done. Mr Foster wanted to start a dialogue with the local community and its representatives so that

views and issues can be taken into consideration to try to ensure that their needs are factored into any application if possible. As well as attending this meeting with the Town Council, a public consultation event would be taking place the next day at Ceddesfeld Hall as a way of collecting such matters. Mr Foster felt that the Eden Drive 2 site now being considered would close off this area of the Town from future development. He explained that his colleague Ms Laura Mordey had responsibility for designing Eden Drive 1 and would have the same responsibility for Eden Drive 2 so would be able to oversee a flow of design that would complement both areas. Taylor Wimpey NE are considering 60 new dwellings at Eden Drive 2 with an access to this development off Stockton Road. It is proposed to develop Eden Drive 2 as an extra extension to Eden Drive 1 now being developed. Copies of the proposed site plan and landscape masterplan were circulated to all for information. Mr Foster pointed out that within this proposed development will be greater emphasis upon landscaping so as to create a suburban landscaped development. Ms Mordey highlighted that while access is shown as off Stockton Road the site will retain a buffer around the edges to maintain hedgerows and trees so as to keep the existing look of this area but also provide a buffer for noise. She went on to explain that the proposed development will comprise of a mix of 2-5 bedroomed houses in a mix of 2-2.5 storeys with a similar mix of housing type as in Eden Drive 1. The design will be as a continuation of Eden Drive 1 but with no direct link between Eden Drive 1 and 2 sites at this stage. The Eden Drive 2 development will have within it 10% of affordable homes and a proposed SUDS pond. Mr Neil Brooks reiterated that these proposals reflected the early stages of the planning process and the idea of such designs was to be able to present something for comment and feedback in order to then review.

Cllr Mel Carr thanked Mr Foster and his colleagues and then opened the meeting for Cllrs to ask questions.

Cllr Gloria Wills asked if the plans for Eden Drive 2 contained within them any bungalows. Mr Foster replied that no bungalows were included. Cllr Wills said this was disappointing as there was a need within the Town for bungalows for older people looking to downsize. Cllr Wills then asked why Taylor Wimpey was not directly joining Eden Drive 1 and Eden Drive 2. Mr Foster replied that at this stage it is not possible to treat Eden Drive 2 as an extension of the existing approved Eden Drive 1 as in order to do so changes would have to be applied for at the original site. At this stage Taylor Wimpey have had initial discussions with DCC Planning Officers who had said that access to Eden Drive 2 can be directly off Stockton Road and that further discussions will be required as the application progresses with DCC Highways Officers.

Cllr Alf Walton asked does Sedgefield not already have enough houses? Mr Foster said that in his view no and that the Town still had scope for more hence Taylor Wimpey's interest in this new site. Mr Foster said he believed the Town could take further housing but accepted that his view was not shared by everyone, however, he wanted to ensure that any development did suits the wants and needs of those existing and would be residents who wanted to reside in Sedgefield.

Cllr Chris Lines noted Mr Foster's comment regarding this proposed development closing off future development in the Town. Cllr Lines pointed out that the Town now already has nearly 100 more new homes than Sedgefield agreed too following consultation with DCC. In addition to the application being outlined this evening there is also a significant development also in the pipeline for the North of the Town. Mr Foster replied that planning guidance prefers to have developments where there is a clear boundary and he believed that Eden Drive 2 provides such as reflected by the road network around and the hedging and trees. Mr Foster also commented that Taylor Wimpey do not have any interest in the land on the opposite side of Stockton Road.

Cllr Alda Hummelinck requested clarification regarding Mr Foster's comments about closing off this area of the Town to future development. Did he mean any future development or just development by Taylor Wimpey because if it was the latter it was important not to mislead. Mr Foster replied that when considering planning applications planners look for physically defined boundaries and he believed that Eden Drive 2 offered such. Cllr Hummelinck said this confirmed that Taylor Wimpey could not give an assurance that there would not be any further development in this area of the Town.

Cllr Vanessa Carmichael said she felt that Taylor Wimpey had already spoilt the Town with their current development at Eden Drive 1 and that any further development at Eden Drive 2 would make the situation worse particularly in relation to traffic. Mr Foster said Cllr Carmichael was entitled to her opinion, however, he said that any planning application would need to comply with traffic management and impact requirements.

Cllr Mavis Wayman asked why Taylor Wimpey had chosen Sedgefield. Mr Foster replied as it was a nice Town, however, Cllr Wayman suggested it was because of the prices which could then be charged on properties. Mr Foster responded that DCC will set parameters with regards to affordable housing provision within any such development. Cllr Wayman asked if Taylor Wimpey would consider changing their site plan and gave the example of the

earlier comment regarding a need for bungalows. Cllr Lines asked if issues which arose in the forthcoming public consultation session would also be considered and factored into any site plan modification. Mr Foster said issues raised by the public would be considered against an array of factors such as cost etc and that there would need to be clear evidence of need and a thorough investigation subsequently. Mr Foster commented that bungalows are land hungry to build. Mr Brooks confirmed that the site plan being considered was not a fixed plan and that lots of factors such as the existing trees and hedgerows will determine the actual space available and how it can be used. Cllr Ann Carr supported earlier comments regarding the need for bungalows. Mr Foster confirmed that there are bungalows within Eden Drive 1. Ms Mordey believed there were 6 bungalows but would check this and clarify with the Clerk.

Cllr Wills questioned the proposed access to Eden Drive 2 off Stockton Road and felt that this access, next to and parallel to another, as well as a Right of Way nearby would cause problems. She asked where a better access could be. Mr Brooks commented that a logical access from Eden Drive 1 into Eden Drive 2 near the stables area would seem logical, however, for reasons explained earlier this would not be possible at this moment in time. Ms Mordey confirmed that access guidance and traffic calming needs would be sought from the Highways Officers. Mr Foster confirmed that at no time would there ever be a link between Eden Drive 2 and the nearby Storey Homes development due to potential land ransom issues. Cllr Hummelinck asked what traffic calming measures would be put in place. Ms Mordey confirmed that for Eden Drive 1 the 30mph zone has been extended and a ghost island will be installed.

Cllr Mel Carr questioned the blue dotted lines shown on the site plan. Ms Mordy replied these reflected an informal walkway.

Cllr Leo McCormack why it was not possible to have one entrance onto Eden Drive 2 from the existing Eden Drive 1 site. Mr Foster explained that at this stage the site plan is only conceptual and therefore the 2 sites cannot be joined. This is a matter that can be reviewed as the application progresses. Mr Brooks explained that any linkage between the 2 sites would need to have a redesign and amendment to the existing approved application for Eden Drive 1 including upgrading roads and potentially loosing houses in order to accommodate such an access. Cllr Wills said that usually housing developments have two entries to allow for emergency services access. Mr Foster said that for an estate with 60 dwellings it was perfectly acceptable to only have one access.

Cllr David Brown noted that one the other side of the Stockton Road is the three cornered field which over the years has been the subject of many proposed planning applications all of which have been turned down. Cllr Brown asked why Taylor Wimpey believe this Eden Drive 2 site has the potential for housing. Mr Foster replied that he believes the site of Eden Drive 2 has a much better chance of being successful as the site forms a buffer for the existing Town boundary. Mr Foster said the three cornered field in his opinion did not feel right for development.

Cllr Walton said that when driving into Sedgefield along Stockton Road it feels like entering a village and was concerned that this would be lost with further development. Mr Foster replied that existing trees and hedgerows would provide a buffer between the development and the road and that there is an intention to enhance this further so that in years to come there will be a green corridor along this stretch of road and not a housing corridor. Mr Brooks confirmed that the intention would be to have an avenue of trees along this road.

Cllr Hummelinck requested that at future public consultation events Taylor Wimpey are clear that they have been in discussions, and indeed any on-going discussions, with DCC and not the Town Council, i.e. they have regularly made reference to discussions with the Council which many residents will believe is the Town Council when this is not the case. Mr Foster accepted this point and said that he and his colleagues would ensure such references were made correctly.

Cllr Walton asked the Chair if members of the public present could speak. Cllr Mel Carr, Chair, replied that this was not possible as the purpose of the meeting was for Town Councillors to ask questions. Cllr Mel Carr reminded all public in attendance of the forthcoming public consultation event being held by Taylor Wimpey at Ceddesfeld Hall on 14<sup>th</sup> November 2017. The Clerk confirmed that information regarding this consultation had been disseminated through the Residents Database. Cllr Carmichael asked if Taylor Wimpey were planning any additional public consultation events as the event timings on 14<sup>th</sup> November 2017 made it very difficult for working parents to attend. Mr Foster confirmed that the consultation event on 14<sup>th</sup> November 2017 is the only one planned at this moment in time, however, he would note Cllr Carmichael's comments and consider looking at more public consultation events in the future.

The Chair, Cllr Mel Carr, thanked Mr Foster and his colleagues for their attendance and presentation.

The Chair thanked everyone for attending and closed the meeting at 6.47pm.

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **NOVEMBER**

**MONTHLY MEETING** of the Council held at

**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday**

**13<sup>th</sup> November 2017.**



**Present**

**Cllr. Mel Carr (Chairman)**

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

Cllrs. David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Joanne Elliott, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler, Alf Walton and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllr Allan Blakemore.

**2. Declaration of interest**

None.

**3. STC Minutes / Committee Reports**

**a. Minutes of Special Town Council Meeting held Monday 9<sup>th</sup> October 2017**

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

**b. Minutes of the Monthly meeting held Monday 9<sup>th</sup> October 2017**

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

**c. Minutes of the P&R committee held Monday 9<sup>th</sup> October 2017**

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

**d. Minutes of Finance Working Group Meeting held Wednesday 11<sup>th</sup> October 2017**

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

**e. Minutes of Youth Working Group Meeting committee meeting held Monday 16<sup>th</sup> October 2017**

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

**f. Minutes of the Environment committee meeting held Monday 16<sup>th</sup> October 2017**

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

**g. Minutes of the Community Development and Engagement committee meeting held Monday 16<sup>th</sup> October 2017**

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

- h. Notes of Policy & Records Management Working Group Meeting held Wednesday 18<sup>th</sup> October 2017**  
These were confirmed as a correct record. ( GW / M Carr )
  - i. Minutes of Joint Town Council and Sedgefield In Bloom Meeting held Thursday 19<sup>th</sup> October 2017**  
These were confirmed as a correct record. ( AW / JA )
  - j. Minutes of Fireworks Working Group Meeting held Monday 30<sup>th</sup> October 2017**  
These were confirmed as a correct record. ( AW / GW )
  - k. Minutes of Estates Working Group Meeting held Monday 30<sup>th</sup> October 2017**  
These were confirmed as a correct record. ( JT / GW )
- RESOLVED:** To accept all of the minutes as above and recommendations contained therein.

#### **4. Matters of Information**

##### **4.1 Planning Application NETPark:**

The Clerk has written to Mr Stuart Timmiss of DCC making him aware of the outstanding request for information from Mr Colin Harding. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

##### **4.2 External Report from DCC Members:**

The Clerk met with County Cllr John Robinson on 19<sup>th</sup> October 2017 regarding future External Reports from DCC members. County Cllr Robinson will produce these on behalf of himself and County Cllr David Brown and requested they be placed on the Community Development & Engagement Committee agenda starting from November 2017. Cllr Chris Lines did not believe it was for a County Cllr to dictate where items can be placed on Town Council agendas and proposed that any such future reports be placed back on the Town Council's Monthly Meeting agenda. All Cllrs agreed.

County Cllr Robinson has asked for a letter detailing what requests for information are still outstanding. The Clerk has written such a letter and a response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to ensure that any future County Cllr Reports are placed onto the Monthly Meeting agenda.**

**4.3 EDRC AAP:**

As reported at the last Youth Working Group meeting and Community Development & Engagement Committee meeting the Clerk attended a meeting on 12<sup>th</sup> October 2017 regarding potential monies available through the AAP for youth activities. It is unlikely any such funding will be available for Sedgefield. Work will commence on seeking funding from elsewhere as soon as the Snow Party has concluded.

**RESOLVED:**

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

**4.4 Letter from County Cllr John Robinson:**

The Clerk has written to Ms Helen Lynch of DCC asking for an update on the exact status of the application to register Station Road Playing Field as village green.

The willows at Station Road Playing Field were discussed at the October 2017 Environment Committee meeting.

No Cllrs have expressed a wish to participate in an organised site visit to Station Road Playing Field.

**RESOLVED:**

**To receive this information.**

**4.5 Public Participation:**

No suggestions have been received from any groups regarding projects which could be funded by S106 monies.

The tree reported by Mrs Alwyn Downes is on DCC land and has been reported to them. Mrs Downes has been informed. County Cllr David Brown reported that he had also reported this matter to DCC on 10<sup>th</sup> October 2017 and DCC's investigations are on-going.

**RESOLVED:**

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

**4.5 Councillor Co-option Report:**

Notices of the Town Council's Casual Vacancy have been displayed across the Town, in the Extra and on the website. No completed applications have been received as yet. The closing date is Friday 24<sup>th</sup> November 2017. The Clerk reported that to date one completed application form has been returned to the Town Council and a further two forms issued to members of the public. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.6 The Crosshill – Granted Planning Permission:**

The Clerk has informed Ms Becki Hoyland that Mr Wilks will receive a letter from the Town Council's solicitor in due course regarding the land around this property. Ms Hoyland has also been informed that with regards to specific events on the village green these would be considered by the Town Council on a case by case basis when formal requests were submitted to the Clerk.

**RESOLVED:**

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

**4.7 Planning For The Right Homes:**

The Clerk has circulated the procedure for accessing the NALC website.

**RESOLVED:**

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

**4.8 The Sedgefield Plan:**

A meeting with Mr Stuart Carter and Ms Clare Cuskin of DCC to discuss the legal opinion recently received is scheduled to take place at 1pm on Monday 13<sup>th</sup> November 2017. The Clerk to keep Cllrs updated on this matter. See agenda item 10.1.

**RESOLVED:**

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

#### **4.9 Current Planning Applications:**

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1-9.

Additional planning applications circulated were discussed at the Environment Committee meeting on Monday 16<sup>th</sup> October 2017.

#### **RESOLVED:**

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

### **5. Dates of Meetings**

Dates of the meetings taking place in November and December 2017 had been circulated prior to the meeting along with events scheduled for October 2017 – February 2018. For the benefit of the public in attendance the Clerk reminded all that it had been agreed at the Town Council's AGM in May 2017 to hold all December 2017 Committee meetings on one evening and to amend the dates of January 2018 Committee meetings dates to reflect that 1<sup>st</sup> January 2018 is a Monday.

#### **RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to issue a December and January meetings date reminder via the Residents Database and Twitter account (Note: This information is already on the Town Council's website and Town noticeboard).**

### **6. Public Participation**

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

Mrs Liz Mitchell noted that some time ago Cllr Gloria Wills had proposed to the Town Council that a letter be sent to the Inspectorate asking for assistance and advice in progressing The Sedgefield Plan. Mrs Mitchell asked for an update on this matter. Cllr Mel Carr replied that The Sedgefield Plan was due to be discussed under agenda item 10.1.

Mrs Julia Bowles said that she looked forward to hearing the updated about The Sedgefield Plan. She believed that the maladministration and delays created by DCC in relation to the Town's neighbourhood plan had prevented this community from protecting its town and that action now needed to be taken regarding this matter. Mrs Bowles said that if such protection

had been in place then the planning application proposal presented earlier that evening as well as the recent presentation from Hardwick Homes would not have been possible. Mrs Bowles said that residents of the Town did not want development on the horse field (Eden Drive 2) and the SVAG would be standing up to deliver this message. Mrs Bowles concluded by saying that when she attended the forthcoming public consultation event regarding Eden Drive 2 she would be telling Mr Foster of Taylor Wimpey that he was treating the residents of Sedgefield with contempt.

Mrs Quilty commented that her purpose in attending the meeting was to hear feedback from the recent meeting to consider anti-social behavior in the Town. Cllr Mel Carr replied that this matter was to be discussed under agenda item 7.3.

Mrs Helen Clifford-Brown commented that she believed the horse field, the location now being considered for Eden Drive 2, had been given in the past by the Town to travellers as an alternative to them camping at Beacon Lane. If this was the case then she believed it was important that this field was kept for this purpose. Cllrs and some members of the public in attendance disagreed with this belief. Cllr Mel Carr replied that the horse field belongs to a private individual and as far as he is aware has not been given to travellers.

Cllr Mel Carr, Chair, thanked the public for their comments and re-opened the meeting.

## **7. Internal Reports**

### **7.1 Chairman's Report**

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

#### **RESOLVED:**

**To receive this information.**

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

The Mayor, Cllr David Brown, reported that since the last Monthly Meeting he had undertaken the following:

- 13<sup>th</sup> October 2017 – attended a Barnard Castle Mayoral event at Raby Castle;
- 20<sup>th</sup> October 2017 – attended a Macmillan coffee morning;
- 27<sup>th</sup> October 2017 – hosted a Mayor's Charity Quiz at Ceddesfeld Hall;
- 3<sup>rd</sup> November 2017 – judged the Halloween Howler competition at the Town Council's Annual Fireworks Display;

- 4<sup>th</sup> November 2017 – hosted a Mayor's Charity Luncheon at Sedgefield Parish Hall;
- 10<sup>th</sup> November 2017 – attended the Remembrance Service at St Luke's, Sedgefield;
- 12<sup>th</sup> November 2017 – attended the Remembrance Sunday Service at St Edmund's, Sedgefield.

**RESOLVED:**

**To receive this information.**

**7.3 Report of Attendance at Meeting on 30<sup>th</sup> October 2017 – Meeting Organised by County Cllr John Robinson Regarding Youth Anti-Social Behaviour Report by Cllr Chris Lines**

Prior to the meeting the Clerk had circulated to all a report produced by Cllr Chris Lines following his attendance at a meeting on 30<sup>th</sup> October 2017 organized by County Cllr John Robinson regarding youth anti-social behavior in the Town. Cllr Lines commented that he had been given very short notice about this meeting which had been attended by lots of people with considerable discussion taking place as detailed in his report. Cllr Lines reported that since the production of this report he has been invited to attend a further meeting on 22<sup>nd</sup> November 2017 organised by County Cllr Robinson to explore the possibility of a consortium bid being produced for targeted work with young people across the area. Cllr Lines said that if he was available he would be willing to attend but had informed County Cllr Robinson that he (Cllr Lines) did not have authorization to make decisions for Sedgefield Town Council without their decision. Cllr Lines had reminded County Cllr Robinson of the work undertaken to date by the Town Council in relation to youth provision and confirmed that the Sedgefield Youth Club would continue to be the Council's priority. Cllr Lines noted that both County Cllrs Robinson and Brown have agreed to donated £750 each to the Sedgefield Youth Club and that work is now to be undertaken by the Town Council to complete the necessary paperwork required by DCC.

Cllr Vanessa Carmichael noted in the report that DCC's One Point Service had offered to provide assistance. She queried if the service's restructuring and reduction in youth workers would affect this offer. Cllr Lines confirmed that they had made this commitment regardless of restructuring and reduction work taking place.

Cllr Gloria Wills commented that the Town Council is doing its best and has

established a Youth Club which is in its infancy, unlike Fishburn Youth Club which has been going for over 40 years. Cllr Wills said she was concerned that there is lots of talk of commitment to the issue of youth matters but instead wanted to see action. She stressed that not all young people in the Town causing trouble are from Sedgefield and also asked if the situation is as bad as being claimed? Cllr Wills said that she had spoken to many elderly residents who had said they were very happy with life in the Town. Cllr Wills was more concerned about the perception of crime now held by some people and that good young people were being tarred with the same brush as that minority misbehaving. Cllr Lines replied that he had raised these very same concerns at the meeting on 30<sup>th</sup> October 2017 and there was a consensus with the same opinion. What was agreed at that meeting was the urgent need to communicate with the community to give reassurance about actual crime levels and safety, reiterate the impacts and consequences of bad behavior. Much of the behavior being suggested was actually a Police matter and the importance of individuals reporting to the Police via 101 will be conveyed to the community. Cllr Carmichael said that it was important that the public know the true situation. Cllr Jo Elliott said that she had spoken to Sgt Alex Clarke prior to the meeting on 30<sup>th</sup> October 2017 and he felt that lots of good work was being done in the area. Cllr Elliott had made him aware that she had witnessed children shoplifting from the Co-op and then hiding alcohol in nearby gardens. Cllr Elliott also suggested that signage around the Town regarding the actions that will be taken in response to littering should also be considered.

Cllr Leo McCormack asked if the situation with large numbers of young people congregating was a seasonal issue at certain points of the year, i.e. was there a pattern. Cllr Lines confirmed that there seems to be waves of such crowds but the majority are simply groups of friends being together and not causing trouble. The reduction in DCC Youth Workers has resulted in their being no identification and engagement with such young people. It was agreed by Cllrs that the situation could get worse with no youth workers attending the Town.

**RESOLVED:**

- i) To receive this information.**
- ii) Cllr Lines to keep Cllrs updated on this matter.**

**7.4 Hardwick Homes (email from Cllr Mark Cant dated 18<sup>th</sup> October 2017)**

Prior to the meeting the Clerk had circulated to all an email from Cllr Mark Cant dated 18<sup>th</sup> October 2017 regarding the recent presentation to the Town Council by Hardwick

Homes.

Cllr Gloria Wills commented that the issue of any contamination at the site on Salters Lane would be a matter for Building Regulations and DCC Planning Officers. With regards to Cllr Cant's point regarding keeping a running total of all houses against the allocation documented in The Sedgefield Plan is now irrelevant as the number of houses for which planning permission has already been granted exceeds the 350 dwellings stated in the neighbourhood plan. Cllr Wills said that without a County Durham Local Plan and any strategically assessed need for housing that Sedgefield does not have any protection from development. Cllr Alda Hummelinck asked if there would be any value in sending such an email to DCC anyway to show that the Town Council do have concerns. Cllrs said they would consider this matter further under agenda item 10.1.

**RESOLVED:**

**To receive this information.**

**8. External Reports**

**8.1 East Durham Rural Corridor Area Action Partnership Board Meeting – Key Messages 19<sup>th</sup> September 2017:**

Prior to the meeting the Clerk had circulated to all Cllrs the key messages from the East Durham Rural Corridor Area Action Partnership's Board Meeting held on 19<sup>th</sup> September 2017.

**RESOLVED:**

**To receive this information.**

**8.2 East Durham Rural Corridor Area Action Partnership Board Meeting – Key Messages 18<sup>th</sup> October 2017:**

The Clerk circulated to all for information the key messages from the East Durham Rural Corridor Area Action Partnership's Board Meeting held on 18<sup>th</sup> October 2017.

**RESOLVED:**

**To receive this information.**

## **9. Correspondence**

### **9.1 Crime and Anti-Social Behaviour (email from Mr Kevin Gilmore dated 23<sup>rd</sup> October 2017)**

Prior to the meeting the Clerk had circulated to all an email received from Mr Kevin Gilmore dated 23<sup>rd</sup> October entitled Crime and Anti-Social Behaviour. Cllrs agreed that a letter should be sent to Mr Gilmore informing him that the Town Council has formed, is developing and funding a Sedgefield Youth Club. As part of this Youth Club a Management Committee has been formed which includes young people. The Town Council has been told that the Youth Club at Fishburn is going to reopen and continue to operate. To reiterate that Sedgefield is a safe place to live but that if there are any concerns regarding any form of anti-social behavior these must be notified directly to Durham Constabulary via their 101 number which will then produce a crime number and allow a record of Police actions to be kept.

Cllr Gloria Wills proposed the Town Council formalize who its representative should be in this matter as it was not appropriate for any external person or organization to determine who they invited to meetings. By formalizing a representative this would ensure this person had an official mandate for any such meeting attendance.

#### **RESOLVED:**

- i) **The Clerk to write to Mr Kevin Gilmore in accordance with the Council's wishes.**
- ii) **Cllrs Chris Lines and Julie Towler to be the Council's official representative and deputy representative respectively on youth matters.**

### **9.2 Squash Club, Sedgefield (email from Messrs Steve Whelton and Chris Rowsby dated 11<sup>th</sup> and 20<sup>th</sup> October 2017)**

It was agreed to defer this matter and consider under agenda item 11.1 as the items were directly related.

### **9.3 Sedgefield Community Action Group (notes of first meeting held 26<sup>th</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all notes of the first Sedgefield Community Action Group meeting held on 26<sup>th</sup> October 2017 which had been given to Cllr Mel Carr in the first instance. Cllr Mel Carr confirmed that in the first instance he had shared these with Cllr Chris Lines in preparation of his attendance at the meeting organized by County Cllr John Robinson on 30<sup>th</sup> October 2017. Cllr Lines confirmed

that all of the points raised in these notes had been discussed at the meeting on 30<sup>th</sup> October 2017.

**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 a Sedgefield Plan Update Report to all in which Cllrs were informed that the requested meeting with Mr Stuart Carter and Ms Clare Cuskin of DCC to consider the recent legal opinion would take place at 1pm on Monday 13<sup>th</sup> November 2017. The Clerk confirmed that this meeting had taken place and in attendance from the Town Council were Cllrs Mel Carr, Ann Carr, Mavis Wayman, Julie Towler, Chris Lines and David Brown with apologies received from Cllrs Alda Hummelinck and Gloria Wills. The Clerk reported the following from this meeting:

- DCC have reiterated their willingness to continue to help and support in the progression of The Sedgefield Plan;
- DCC recommend that The Sedgefield Plan which was reviewed by the Independent Examiner be formally withdrawn by the Town Council and that this can be done in a letter which states on x date the Plan is to be withdrawn and on x date the modified Plan will be issued for Regulation 14 statutory consultation. This letter should also explain that following careful consideration of the views of the Independent Examiner the Town Council does not feel that it can follow his recommendations in entirety as the neighbourhood plan would then not reflect the views of the community. Cllrs asked Ms Cuskin if it was completely necessary for the plan to be withdrawn, she confirmed that it was not completely necessary but would make the process smoother and DCC's advice was that such an action be taken. The timetable suggested by all present at the meeting was as follows:

24<sup>th</sup> November 2017 – Notify DCC of formal withdrawal and imminent recommencement of Regulation 14.

27<sup>th</sup> November 2017 – 22<sup>nd</sup> January 2018 Regulation 14 statutory consultation  
(Note: additional weeks factored in to allow for festive period).

23<sup>rd</sup> January – 5<sup>th</sup> February 2018 Consideration of feedback received.

- 5<sup>th</sup> February 2018 – Position report prepared for Town Councillors with (if required) amendments to The Sedgefield Plan.
- 12<sup>th</sup> February 2018 – The Sedgefield Plan formally adopted at the Town Council's Monthly Meeting.
- 13<sup>th</sup> February 2018 – The Sedgefield Plan formally submitted to DCC.
- 14<sup>th</sup> – 27<sup>th</sup> February 2018 – The Sedgefield Plan to be considered by DCC.
- 28<sup>th</sup> February 2018 – 11<sup>th</sup> April 2018 – DCC's Regulation 16 statutory consultation.
- 12<sup>th</sup> April 2018 – Sedgefield Town Council and DCC commence process to appoint an Independent Examiner.

The Clerk reported that Town Cllrs had requested clarification regarding the possible ramifications of withdrawing The Sedgefield Plan, i.e. does this mean the entire plan development process has to start from scratch. Ms Cuskin had replied that any work already done and evidence gathered is still valid. Mr Stuart Carter informed Cllrs that as a number of neighbourhood plans have now been made in the County that DCC are in a position to be able to offer their own health-check service whereby the plan could be shared amongst specialists within DCC who could then look at their respective areas and give feedback. This process takes approximately 2-3 weeks and would highlight if any additional evidence or updated evidence was required. Mr Carter confirmed that such a service could be provided whilst the Plan was undergoing its Regulation 14 statutory consultation period. Cllr Chris Lines confirmed that the Clerk had given a very good summary of the meeting.

Cllr Alf Walton expressed his frustration with this matter. He believed that the Town Council has followed all the advice that it has been given and yet DCC continue to delay and stall this process whilst houses were being built in the Town. Cllr Walton proposed this situation now be referred to a higher organisation in the form of a complaint.

Cllr Gloria Wills said that there was no need to withdraw The Sedgefield Plan and gave the example of Tattenhill who had not needed to undertake such action yet ended up with a made plan. She felt that if such action was undertaken then following Regulation 14 the Town Council would be in a state of submitting a new plan. Cllr Wills proposed that the Town Council take this matter to DCLG. Cllr Mel Carr asked how long this would take. Cllr Wills requested that she wished it to be explicitly recorded in the minutes that she did not want The Sedgefield Plan to be withdrawn.

Cllr Jo Elliott expressed her concerns that evidence relating to the Plan is now dated.

Cllrs Mark Cant and Alda Hummelinck suggested that any letter sent to DCLG includes precise information regarding the numbers of additional houses already built in the Town, the number which have been granted planning permission and the number yet to be considered. Cllrs felt that this information would be more relevant to the context setting in any public meeting held during Regulation 14 statutory consultation.

**RESOLVED:**

- i) **The Clerk to notify Mr Stuart Carter of DCC of the Town Council's decision to undertake Regulation 14 statutory consultation on the modified neighbourhood plan in accordance with the timetable detailed above. There would be no withdrawal of The Sedgefield Plan. The Town Council would like to accept DCC's offer to perform a health-check on the modified neighbourhood plan whilst the Regulation 14 consultation is taking place. During the Regulation 14 consultation period a public meeting will be held explaining what modifications have been made to the original plan and why so as to set the context clearly.**
- ii) **A letter be sent to DCLG making them aware of the situation with The Sedgefield Plan and sharing the concerns of Sedgefield Town Council.**

## **11. Planning Applications**

### **11.1 Squash Club Latest Planning Application Update by Mr Neil Bunney and Mr Steve Welton**

Cllr Mel Carr welcomed Mr Neil Bunney and Mr Steve Welton from Sedgefield Squash Club. Cllr Mel Carr referred Cllrs to the information which had been circulated to all prior to the meeting under agenda item 9.2 which was a collection of emails from Mr Chris Rowsby and Mr Steve Welton updating Cllr Gloria Wills and the Town Clerk on the current status of the Squash Club's ambition to extend their building in the grounds of Ceddesfeld Hall.

Mr Bunney, Chair of the Squash Club, gave his thanks to the Town Council for the opportunity to attend and speak. The ambition to extend the Squash Club is important to the Club's future and the Club would like to work with the Town Council on this matter. Mr Welton explained he had been involved with the original granted planning

application as well as the new planning application now being considered. Whilst the original planning application had been granted permission it was found that the cost of building that design, due to the depth of the waterproof basement requirement, was not financially viable. Discussions had taken place with DCC Planners to find out if a building in the same location with a raised roof line would be permitted. Mr Welton circulated to Cllrs two potential designs for such a building, one with a traditional design and the other a contemporary. These designs had been sent to DCC and Planning Officer Ms Hilary Sperring had confirmed that if either of these designs were to go ahead then a new planning application was required and it would be unlikely that support would be given by DCC. The Squash Club have then pursued the option of a less intrusive design and again further drawings were circulated which reflected initial sketches given to DCC Planners who again did not support these. This meant that the only other options were to locate the extension on either the side or the front of the building which were then duly reflected in the planning application now submitted to DCC. Mr Welton said the Squash Club had made a mistake by not coming to the Town Council earlier. He confirmed the Squash Club had taken advice from Batesons arboriculturalists regarding the nearby trees and they can stated the proposed work could be done if certain preparatory work to trees was undertaken so as to save them. The Squash Club feel that the design which now forms this latest planning application is the least intrusive design by having the location at the front of the building and it is also the least technical to build with a plain brick structure. Cllr Mel Carr informed Squash Club representatives that the footprint now being proposed for the Club's extension is different to that of the original and that detailed in the Ceddesfeld Hall lease. The Town Council would prefer the Squash Club's extension to be on the same footprint as the original planning application which means then there would be no problem with the Hall lease. As a result of this the Town Council has requested to have a meeting with Ms Sperring and the Squash Club. The Clerk confirmed that to date no response has been received from Ms Sperring. Cllr Alf Walton expressed his concerns regarding the advice given to the Squash Club regarding the nearby trees, one of which is a Home Oak, which is not suitable for the pruning having been proposed and yet the latest planning application proposes to build over its roots. Cllr Alda Hummelinck expressed her concerns regarding the impact that any tree growth would then have upon a building. Mr Welton confirmed that to date no feedback has been received from DCC in relation to the Squash Club's latest planning application. He also confirmed that the original granted planning permission will run out in December 2017.

**RESOLVED:**

**The Clerk to contact Ms Hilary Sperring, DCC Planning Officer again to request a joint meeting with the Town Council and Squash Club to try to progress this matter.**

(Cllr Vanessa Carmichael left the meeting at this point)

**11.2. Current Planning Applications:**

A schedule of the current planning applications had been circulated prior to the meeting. Each application was then considered and the following comments were made (Note: number refers to the number on the circulated list):

1. **DM/17/02228/FPA – retention of external flue, 1 Front Street, Fishburn:**  
Cllrs did not have any objections to this application.
2. **DM/17/02763/FPA – refurbishment and extension of club buildings, Sedgefield Cricket Club, Station Road, Sedgefield:**  
Cllrs do not have any objections to this planning application and like the design being proposed, however, in light of the now being considered premises licence application and desire to have more recorded and live music events Cllrs noted that the materials being suggested in the building are not adequate for sound insulation and would like further thought to be given to this matter.
3. **DM/17/03283/FPA – bay window and porch to front and flat roofed two storey rear extension, 7 Cragside, Sedgefield:**  
Cllrs did not have any objections to this application.
4. **DM/17/03287/FPA – formation of temporary car park, Plot 7, NETPark, Sedgefield:**  
Cllrs did not have any objections to this application.
5. **DM/17/03328/FPA – retention of A3 use for public use including users of the airfield, Aviator Café, Fishburn Airfield, Bishop Middleham:**  
Cllrs did not have any objections to this application.
6. **DM/17/03406/FPA – equestrian workers dwelling, Riding Centre, Mill House, Butterwick Road, Fishburn:**  
Cllrs would like an agricultural restriction condition to be placed on this development.
7. **DM/17/03415/FPA – extension of driveway and repositioning of 1.2m high garden wall to front, 11 Dunelm Court, Sedgefield:**  
Cllrs did not have any objections to this application.
8. **DM/17/03563/FPA – subdivision of property into 2 no dwellings including two storey extension, porch and driveway:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-8 above to be submitted to DCC Planners.**

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

DM/17/03639/TP – felling of 1 no. lime, 12-15 Dunelm Court, Sedgefield

DM/17/03689/FPA – part single storey, part two storey rear extension, 3 Stockton Road, Sedgefield

**RESOLVED:**

**To consider the above planning applications at the Environment Committee meeting on Monday 20<sup>th</sup> November 2017.**

The Chair thanked everyone for attending and closed the meeting at 8.33pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER POLICY & RESOURCES** committee of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 13<sup>th</sup> November 2017**.

**Present**            **Cllr. Gloria Wills (Chairman)**  
                        **Cllr. Mel Carr (Vice-Chairman) and**  
                        Cllrs. David Brown, Mark Cant, Ann Carr, Joanne Elliott, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler, Alf Walton and Mavis Wayman

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

### 1. Apologies

Cllrs Allan Blakemore and Vanessa Carmichael.

### 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 was discussed at the last Finance Working Group meeting and it was agreed this be considered in the New Year and a recommendation report be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated.

#### **RESOLVED:**

**To receive this information.**

#### 3.2 Station Road Playing Field:

The Clerk has written to NWL requesting they proceed with the offer made to County Cllr John Robinson in September 2015, stating they would make and pay for the

boreholes in Station Road Playing field and also conduct a dye test to find out where the drains go and how they flow in order to determine if there are any other blockages exacerbating the problem in either the drains themselves or the culverts. A further reminder letter has been issued to NWL. A response is still awaited. Note: Following the October 2017 P&R Committee meeting a letter has been sent to Mr John Reed of DCC accepting his offer of vertidraining the field with funding being provided by County Cllr John Robinson's Neighbourhood Budget. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.3 Treeworks in Ceddesfeld Hall:**

This matter was discussed at the Estates Working Group meeting on 30<sup>th</sup> October 2017 and further investigation work is now underway by Cllr Alf Walton and the Clerk following receipt of additional costings. Cllr Alf Walton reported that he has asked AW Treecare to look at the horsechestnut tree in the grounds of Ceddesfeld Hall and provide a quotation which will be considered as part of this exercise. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Cheques for Approval:**

The Estates Working Group at their meeting on 30<sup>th</sup> October 2017 have considered the reports received from two electricians regarding the current lighting on trees around the village green. See agenda item 8.2.

**RESOLVED:**

**To receive this information.**

**3.5 Zurich Insurance Renewal:**

The Finance Working Group will ensure that a review of the Council's insurance policy and seeking of comparable quotes takes place in 2017/18 for 2018/19 and beyond with a recommendation report being brought to a future P&R Committee meeting. To date the Clerk has held meetings with a representative from Came & Company plus Zurich. A meeting has been requested with AON. The Clerk to keep Cllrs updated on

this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Grass Cutting 2017/18:**

A competitive tendering exercise for grass cutting will commence in late November 2017 for the 2018/19 and 2019/20 grass cutting seasons. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Hardwick Hall Hotel – Premises Licence Variation:**

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

**RESOLVED:**

**To receive this information.**

**3.8 Sedgefield Town Council Corporate Plan:**

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20<sup>th</sup> September 2017. A report will be brought to a future P&R Committee meeting for consideration. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

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

The Clerk has informed Mr Steve Ragg of CDALC that the Town Council is supportive of this Charter but would like further information as to what training will underpin this

Charter to ensure that all relevant Officers are aware of it and will work in accordance with it, how the Charter will be disseminated down through the County Council and across the Town/Parish Council sector and the protocol for future review of this Charter. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.10 CDALC AGM:**

Cllrs Allan Blakemore and Gloria Wills attended the CDALC AGM at County Hall, Durham on 21<sup>st</sup> October 2017 representing the Town Council. See agenda item 5.4.

**RESOLVED:**

**To receive this information.**

**3.11 Ceddesfeld Hall Lease:**

The Town Council's solicitor is now finalizing all the new lease documentation. The Estates Working Group have received initial costings from BHP Law for the cost of registering the freehold of Ceddesfeld Hall and grounds and will now seek a comparable quotation from Anthony Walters & Co Solicitors. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Purchase of land from Durham County Council:**

Further to the Clerk giving official notification to Mr Andrew Savage of DCC and Mr Anthony Walters of Anthony Walters Solicitors that the Town Council now wishes to proceed with the purchase of land in the vicinity of Butterwick Road Cemetery, initial feedback has now been received from Mr Walters and will be considered in the first instance at the next Butterwick Road Cemetery Working Group meeting on 15<sup>th</sup> November 2017. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.13 Updated Council Publication Scheme:**

The updated Council Publication Scheme has now been uploaded to the Town Council's website.

**RESOLVED:**

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

**3.14 Updated Code of Conduct:**

The updated Code of Conduct has now been uploaded to the Town Council's website.

**RESOLVED:**

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

**3.15 Social Media Policy:**

The adopted Social Media Policy has now been uploaded to the Town Council's website. The Town Council has now started to use its Twitter account with focus initially being upon promoting Council events such as the Fireworks Display, Halloween Howler and Snow Party. As at 6<sup>th</sup> November 2017 the Town Council had 55 followers.

**RESOLVED:**

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

**3.16 Councillor and Staff Working Protocol:**

The adopted Councillor and Staff Working Protocol has been uploaded to the Town Council's website and a personal paper copy issued to each member of staff.

**RESOLVED:**

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

**3.17 Quality Award:**

The Clerk has requested that the matter of draft minutes being placed on Council websites be discussed at the next Larger Councils Forum meeting on 23<sup>rd</sup> November 2017. The Clerk to keep Cllrs updated on this matter.

With the exception of Cllr Alda Hummelinck, no Cllr profiles have been submitted to the Clerk. The deadline date for such profiles had been 30<sup>th</sup> October 2017.

Cllrs to forward to the Clerk as a matter of urgency their personal Cllr profile for the website.

**RESOLVED:**

**To receive this information.**

**3.18 Mediaeval Fayre 2017:**

The Clerk has written to Mr John Robinson of the SCA informing him that the Town Council will not be making a financial contribution towards the cost of the skips hired for the 2017 Fayre.

**RESOLVED:**

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

**3.19 The Sedgefield Plan Domain Names:**

The Clerk has instructed Mr Matt Wilson of Sedgefield Web Design to renew domain names [thesedgefieldplan.co.uk](http://thesedgefieldplan.co.uk) and [thesedgefieldplan.com](http://thesedgefieldplan.com) for 1 year and that all other domain names are not renewed when they expire in January 2018. Mr Wilson has confirmed receipt of this instruction.

**RESOLVED:**

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

**3.20 General Data Protection Regulations Training:**

The Clerk, Admin Assistant/Mayor's Secretary and Projects & Media Co-ordinator as well as Cllrs Mavis Wayman and Ann Carr attended this training event. This matter will be discussed at the next Policy & Records Management Working Group meeting on 15<sup>th</sup> November 2017 with a future update/recommendation report being brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

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

comments. The member of public in attendance did not have any comments to make. Cllr Wills re-opened the meeting.

## **5. Reports**

### **5.1 Butterwick and Winterton Allotments – Rules and Regulations Report by Policy & Records Management Working Group**

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments – Rules and Regulations Report by the Policy & Records Management Working Group.

#### **RESOLVED:**

**To adopt the updated Butterwick and Winterton Allotments – Rules and Regulations with immediate effect.**

### **5.2 Butterwick Road Cemetery – Rules and Regulations Report by Policy & Records Management Working Group**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery – Rules and Regulations Report by the Policy & Records Management Working Group.

#### **RESOLVED:**

**To adopt the updated Butterwick Road Cemetery Rules and Regulations with immediate effect.**

### **5.3 Fletcher Room Furniture Update Report by Projects & Media Co-ordinator**

Prior to the meeting the Clerk had circulated to all a Fletcher Room Furniture Update Report by the Projects & Media Co-ordinator. Since the production of this report some of the surplus furniture has now been donated. Cllr Wills reported that several Hall users have commented that the new cups and saucers in the Fletcher Room kitchen are far better than those in the original kitchen. Cllrs agreed that these should be replaced.

#### **RESOLVED:**

- i) To receive this information.**
- ii) The Projects & Media Co-ordinator to review the state of cups etc in the original Parish Hall kitchen and liaise with the Clerk to replace accordingly.**

**5.4 71<sup>st</sup> AGM CDALC Report by Cllrs Gloria Wills and Allan Blakemore**

Prior to the meeting the Clerk had circulated to all a report produced by Cllrs Gloria Wills and Allan Blakemore following their attendance at the recent 71<sup>st</sup> CDALC AGM representing the Town Council. It was noted that Cllr Allan Blakemore has now been elected a Vice President of CDALC. The Clerk noted the recommendation made in this report regarding the forthcoming General Data Protection Regulations and thanked those Town Council staff and Cllrs who had attended recent training provided by CDALC. This matter is to be discussed at the next Policy & Records Management Working Group meeting.

**RESOLVED:**

**To receive this information.**

**5.5 Revised Proposals for New Constituency Boundaries in the North East Report by Town Clerk:**

Prior to the meeting the Clerk had forwarded to all a Revised Proposals for New Constituency Boundaries in the North East Report. The Clerk reported that several members of the public have to date attended the Council Offices to view the documentation from the Boundary Commission. Cllr Gloria Wills suggested the Town Council consider whether it wants to submit a response. Cllr David Brown expressed his concerns regarding the effectiveness of cross-border working.

**RESOLVED:**

**i) To receive this information.**  
**ii) Cllrs to consider the revised proposals and to forward any comments/concerns to the Clerk by no later than 30<sup>th</sup> November 2017 in order that a draft letter can be produced and finalized at the December 2017 P&R Committee meeting.**

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

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report.

**RESOLVED:**

**To receive this information.**

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

## **6. Financial Matters**

### **6.1 Cheques for approval after 9<sup>th</sup> October 2017**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109044 to 109068. The Clerk circulated a further list showing additional cheque numbers 109069 to 109077.

#### **RESOLVED:**

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

### **6.2 Monthly Accounts: Income (as at 2<sup>nd</sup> November 2017) / Expenditure (as at 2<sup>nd</sup> November 2017 minus unapproved cheques after 9<sup>th</sup> October 2017):**

Cllr Gloria Wills noted that under the Policy & Resources Income Section of the Financial Budget Comparison the Total Income figure detailed £405905.50 when this was not a true reflection of the totaled amounts, i.e. £355905.50. She also noted that £50000.00 had gone into the budget column but not into the actual. The Clerk to investigate these issues.

#### **RESOLVED:**

- i) The monthly accounts as had been circulated were approved.**
- ii) The Clerk to investigate the queries raised by Cllr Wills.**

### **6.3 Debtors List as at 30<sup>th</sup> October 2017:**

#### **RESOLVED:**

**To receive the Debtors List as of 30<sup>th</sup> October 2017.**

### **6.4 September 2017 Bank Reconciliations Report by Town Clerk**

#### **RESOLVED:**

**The September 2017 Bank Reconciliations as circulated were approved.**

### **6.5 Edge Financial Software Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Edge Financial Software Update Report.

**RESOLVED:**

**To receive this information.**

**6.6 Medium Term Financial Plan Report by Finance Working Group**

Prior to the meeting the Clerk had circulated to all a Medium Term Financial Plan Report by the Finance Working Group.

**RESOLVED:**

**To adopt the updated Medium Term Financial Plan with immediate effect.**

**6.7 Internal Auditor Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Internal Auditor Update Report. The Clerk confirmed that Mr Gordon Fletcher, the Council's Internal Auditor would be attending the Finance Working Group meeting on 22<sup>nd</sup> November 2017.

**RESOLVED:**

**To receive this information.**

**6.8 DCC MTFP, LCTRS, Council Tax & Impacts on Town & Parish Councils Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a DCC MTFP, LCTRS, Council Tax & Impacts on Town & Parish Councils Report which accompanied a presentation given by Mr Paul Darby, DCC's Head of Finance and Transactional Services.

**RESOLVED:**

**To receive this information.**

**6.9 VAT Reclaim Proposal for 2017/18 Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a VAT Reclaim Proposal for 2017/18.

**RESOLVED:**

- i) **To receive this information.**
- ii) **On the basis that Edge resolves the current outstanding financial software issues, for 2017/18 Sedgefield Town Council VAT reclaim periods to change to 1<sup>st</sup> April – 20<sup>th</sup> November 2017 and 21<sup>st</sup> November 2017 – 31<sup>st</sup> March 2018.**

- iii) Following submission of VAT reclaim the Finance Working Group to consider reclaim periods for 2018/19 and make a recommendation to a future P&R Committee.

## 7. Correspondence

### 7.1 Licensing – New Premises Licence Application Received – Sedgefield Cricket Club (email from Mr Steve Ragg, CDALC dated 18<sup>th</sup> October 2017):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 18<sup>th</sup> October 2017 informing the Council of a new premises licence application received from Sedgefield Cricket Club. Cllrs agreed that they did not have any objection to the licence being requested but have noted that the licence does contain within it the provision of live and recorded music. Cllrs are aware there is no soundproofing at the Cricket Club and would like this to be taken into consideration when determining conditions as to how sound and noise will be managed.

#### **RESOLVED:**

**The Clerk to convey the Council's comments to Ms Carol Graham, DCC Licensing Assistant by no later than 15<sup>th</sup> November 2017.**

### 7.2 Licensing – Premise Licence Variation – Manor House, Sedgefield (email from Mr Steve Ragg, CDALC dated 9<sup>th</sup> November 2017):

The Clerk circulated to all copies of an email from Mr Steve Ragg of CDALC dated 9<sup>th</sup> November 2017 informing the Council of a proposed Premises Licence variation relating to The Manor House, Sedgefield.

#### **RESOLVED:**

**Cllrs to consider this matter and discuss at the Environment Committee meeting on 20<sup>th</sup> November 2017.**

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

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

**8.1 Community Development Officer Update Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Community Development Officer Update Report by the Personnel Committee.

**8.2 Parish Hall Boiler Recommendation Report by Estates Working Group:**

Quotations were considered for a new boiler to service the main hall and upstairs areas of the Parish Hall. A contractor was appointed.

**8.3 Festive Lighting Recommendation Report by Estates Working Group:**

Quotations were considered for replacement and additional festive lighting. Contractors were appointed.

The Chair thanked everyone for attending and closed the meeting at 9.12pm.



# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **NOVEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> November 2017.**

**Present**

**Cllr. Allan Blakemore (Chairman) and**

Cllrs. David Brown, Mark Cant, Alda Hummelinck, Leo McCormack, Julie Towler, Alf Walton, Mavis Wayman and Gloria Wills

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr, Joanne Elliott and Chris Lines.

**2. Declaration of interest**

None.

**3. Terrace Hill Funding – Sedgefield Harriers Project Progress Presentation by Mr Ean Parsons of Sedgefield Harriers**

The Chair, Cllr Allan Blakemore, welcomed Mr Ean Parsons of Sedgefield Harriers to give a verbal progress report on the Harrier's project to build an outdoor running track in the Town.

Mr Parsons reported that the ring fenced Terrace Hill funding for the Harriers remains an essential component of their project and the Harriers now feel that they are closer than at any previous time in achieving their goal. As reported previously the Harriers have been involved in the Sedgefield Sports Hub project which proposed to have sports facilities in the vicinity of the Cricket Club used by an array of sporting groups from across the Town. A feasibility study had been undertaken by DCC on this land and had recently been presented by DCC to the Sports Hub members. The hope had been to seek a seven figure strategic grant from Sport England. Following the feasibility study Ms Sue Lewins of DCC had

reported that it was unlikely that such a grant would be allocated to this project and that the best approach would be for the various sports clubs to continue operating as individual clubs. DCC are now working with the Harriers to provide advice to help them purchase available agricultural land in this area of the Town whilst continuing to explore the feasibility of possible grant funding from Sport England. Mr Parsons commented that it would be better for the Harriers to purchase this land than to have a 30 year lease on it. He confirmed that the Harriers already have a sizeable financial fund available to them and would also be making an application for S106 monies as well as a cocktail of other potential funders all coupled with on-going fund raising work by the Harriers. The Harriers have agreed upon a modest aspiration of a 4 lane track into 6 lanes and not an 8 lane track into 6. Mr Parsons was confident that the funds required could be raised and was more optimistic that at any time before achievement. He confirmed that central to the cocktail of funding was the Terrace Hill funding allocation and felt that the Harriers would be in a position to request this money sooner rather than later.

Cllr Blakemore reported that other Cllrs had not yet received the minutes from the last Sports Hub meeting as he had only just returned from holiday. Cllr Blakemore requested Mr Parsons forward these minutes to the Clerk so that they could be shared with Cllrs at their December 2017 meeting. Cllr Blakemore said that his understanding was that the Harriers were moving away from the Sports Hub idea. Mr Parsons confirmed that this was the case as the Rugby Club who had expressed an initial interest had now confirmed that they were not currently in a position to go any further due to lack of a business plan, however, many other organisations remained interested and will continue to operate as a Sedgefield Sporting Network with the longer-term aspiration to work together and share facilities. Mr Parsons reported that initially the Harriers and the Friends of Hardwick Park would have a close working relationship.

Cllr Alf Walton asked for the acreage of the land the Harriers are proposing to purchase. Mr Parsons was not sure of the exact size but believed this to be in the region of 45,000 square metres.

Cllr Gloria Wills urged the Harriers to get specialist advice before any purchase to ensure that no overage clauses were present which could affect the group's future plans. Mr Parsons confirmed that such specialist advice would be sought.

Cllr Mark Cant said that it was refreshing to receive such a positive update.

The Chair thanked Mr Parsons for his time and attendance.

**RESOLVED:**

**The claiming deadline for the Sedgefield Harrier's Terrace Hill funding allocation be 31<sup>st</sup> March 2018 and the Clerk to write to Mr Parsons accordingly.**

**4. Terrace Hill Funding – Sedgefield Bowling Club Project Progress Presentation by Mrs Sheila Sutherland of Sedgefield Bowling Club**

The Chair, Cllr Allan Blakemore, welcomed Mrs Sheila Sutherland of Sedgefield Bowling Club to give a progress report on the Club's project to build an outdoor bowling green.

Mrs Sutherland thanked Cllrs for the opportunity to present and circulated to all a written update. She explained that the situation is very fluid as the Bowling Club have now just recently been informed by DCC that they should now be actively seeking funding in their own right rather than to do so via a Sedgefield Sports Hub approach which had been the earlier advice. As a result of this the Bowling Club would be submitting a request for monies later that week as there are concerns as to how quickly such monies would disappear. Mrs Sutherland confirmed that the Bowling Club have granted planning permission and all necessary associated surveys. This planning application is valid until October 2018.

Cllr Julie Towler asked for confirmation of the site for this project and Mrs Sutherland confirmed this was the plot next to Sedgefield Cricket Club.

Cllr Alf Walton noted in Mrs Sutherland's hand out that DCC were suggesting a lockable fence around the green and felt this was a good idea but asked if this would impact upon the planning permission already received. Mrs Sutherland replied that the Bowling Club also felt such fencing would be a good idea particular when considering potential future development in this area and more people moving through this area. She confirmed that she is in discussions with Planners regarding this matter as an amendment may be required to the application. She also confirmed that she was liaising with Planners regarding Sedgefield Cricket Club's current planning application which appears to have an element of overlap between the land being used by the Bowling Club. Cllr Gloria Wills said that she had noted this matter and was concerned that DCC had not picked this up already. Cllr David Brown reminded Cllrs that the role of Sedgefield Town Council was to act as the guardians of the Terrace Hill money and not to get involved in the issues being experienced by applicants. Cllrs agreed.

Cllr Blakemore reported that whilst the clock is ticking on the Bowling Club's granted planning permission it was important to understand that if they commenced work on this site then they would not be able to apply for any Sports England grant funding as they will not give monies retrospectively or for any projects which have commenced. Mrs Sutherland agreed.

The Chair thanked Mrs Sutherland for her time and attendance.

**RESOLVED:**

**The claiming deadline for the Sedgefield Bowling Club's Terrace Hill funding allocation be 31<sup>st</sup> March 2018 and the Clerk to write to Mrs Sutherland accordingly.**

**5. Matters of Information**

**5.1 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, although Cllrs noted the comments made earlier in the meeting by Mr Parsons.

The Clerk to set up a meeting between Mr Stephen Reed of DCC and the Butterwick Road Cemetery Working Group once a design and outline costings have been determined with a view to exploring potential access to S106 monies.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.2 DRAFT Sedgefield Grant Funding Policy:**

The Clerk to review this Draft Policy in the New Year.

Feedback has now been received from potential funders regarding money towards the cost of refurbishing the Town's War Memorial. The Estates Working Group have requested an on-site meeting with Mr David France, stone mason.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**5.3 Dementia Seminar:**

Cllrs Allan Blakemore and Ann Carr to keep Cllrs update on this matter.

**RESOLVED:**

**To receive this information.**

**5.4 Public Participation:**

The Clerk has included on Cllrs suggested Town walk around route the footpath discussed by Mr Donald MacDonald. Cllrs following their visit to inform the Clerk if they wish this matter to be placed onto the Environment Committee agenda. No instructions have been given to the Clerk.

**RESOLVED:**

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

**5.5 Involving the Public:**

Use of the Town Council's Twitter account has commenced with the initial focus being upon the Fireworks Display, Halloween Howler and Snow Party.

The Policy & Records Management Working Group to produce a recommendation for the future format and timings of public meetings and present this to a future CD&E Committee meeting.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**5.6 Future Sedgefield Days:**

The Town Council to ask community groups across the Town if they would like to take an active part in the future organizing and publicizing of Sedgefield Day (Note: As

such this would bring to an end the Sedgefield 700+ in its current form) and that this work will commence in the New Year. The Clerk to keep Cllrs updated on this matter.

See agenda item 8.1 and 8.3.

**RESOLVED:**

**To receive this information.**

**5.7 Terrace Hill Funding:**

Project progress presentations from both Sedgefield Bowling Club and Sedgefield Harriers had been scheduled for earlier in the meeting.

**RESOLVED:**

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

**6. Public Participation**

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments. The member of the public present did not have views or comments to make. The meeting was then re-opened.

**7. Reports**

**7.1 Fireworks Display November 2017 Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated to all a Fireworks Display November 2017 Update Report by the Fireworks Working Group. This report was the debrief reports following this year's display on Friday 3<sup>rd</sup> November 2017 and detailed the background to the event, the key facts, feedback from the display, a breakdown of the event's income and expenditure as well as a series of recommendations.

Cllr Mark Cant commented that the event had benefitted 10% of Sedgefield's demographics and cost £2500 more than that originally budgeted for the event. He believed this was, again, another very heavily subsidized event benefitting only a small percentage of residents. Cllr Alf Walton, as Chair of the Fireworks Working Group, replied that the Town Council sets an annual budget for this event and that any monies then received help to offset this, i.e. for this year's event the budget set by the Town Council plus the income received had resulted in a surplus. Cllr Allan

Blakemore commented that the cost of this event was far less than the cost to the NHS of a child being badly burnt and felt that the provision of such an organized display was a very important community service. Cllr Alda Hummelinck noted that everyone who had wanted to attend had been able to. Cllr Leo McCormack said this had been a splendid event and lots of attendees had expressed their thanks for such a display. Cllr Walton said that this had been an excellent display. Cllr Cant said that he accepted the consensus view.

**RESOLVED:**

- i) **To receive the information contained in the report.**
- ii) **The Town Council to hold its 2018 annual fireworks display on Friday 2<sup>nd</sup> November 2018.**
- iii) **The event to take place in the grounds of Ceddesfeld Hall and to notify the SCA accordingly.**
- iv) **G2 Fireworks be re-appointed as the Fireworks Contractor with a meeting requested as soon as possible to look at options for varying the display within the same budget and for the same timescale, possibly with the inclusion of fireworks being set to music.**
- v) **AES be re-appointed as Stewarding Contractor with a request made for one additional Steward.**
- vi) **British Red Cross to be re-appointed as Fire Aid Contractor.**

**7.2 Snow Party December 2017 Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Snow Party December 2017 Update Report. Since the production of this report the Clerk provided the following additional updates:

- Judging dates have now been agreed with both Primary schools prior to the Snow Party event. Cllr Mel Carr will perform these duties on behalf of the Mayor;
- Volunteers to carry the snow family in the parade have now been identified;
- Roles have been assigned to all volunteers who have offered to help during this event. (Note: Cllr Mark Cant also volunteered to help and the Clerk will liaise separately with him);
- All stalls have now been sold;
- The Guides are making decorations for this event;
- Lighting for the Fletcher Room has been sourced for this event;
- Sedgefield Community College's band have confirmed that they will play at this

event and (weather permitting) this will take place next to the Christmas tree playing as people leave the church for the Turning Circle. The Clerk suggested that the Town Council consider giving a donation to the Community College's chosen charity as a way of expressing thanks. Cllrs were in agreement and would like this request to be considered at the January 2018 Community Chest meeting;

- The Council's focus from now until Friday 1<sup>st</sup> December 2017 will be the Snow Party;

**RESOLVED:**

- i) To receive this information.
- ii) The Clerk to ensure the donation to Sedgefield Community College's chosen charity is put onto the January 2018 Community Chest agenda.

**7.3 Sedgefield Youth Club Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Update Report by the Projects & Media Co-ordinator. The Clerk reported that minutes from the recent Inaugural Sedgefield Youth Club AGM meeting on 30<sup>th</sup> October 2017 had been drafted. Cllr Julie Towler, in her role as Chair of the Sedgefield Youth Club, would be scheduling a further Youth Club Management Committee meeting in the New Year and would seek to get these minutes approved and request they be shared with the Town Council. Also to be discussed at this meeting will be the scheduling of future meetings, topics and agree a plan of action for seeking grant funding etc as well as the way of keeping the Town Council updated on progress. At this point the Town Council's Youth Working Group will be disbanded as it will have achieved its goal and any youth issues will then be discussed on the Community Development & Engagement Committee's agendas.

**RESOLVED:**

- To receive this information.

**7.4 Town Council Twitter Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Town Council Twitter Update Report by the Projects & Media Co-ordinator.

**RESOLVED:**

- To receive this information.

## **8. Correspondence**

### **8.1 Sedgefield Day (email from County Cllr John Robinson dated 20<sup>th</sup> October 2017):**

&

### **8.3 Sedgefield Day and Mediaeval Fayre (emails from Mrs Sarah Guest dated 14<sup>th</sup> November 2017 and 20<sup>th</sup> November 2017):**

Prior to the meeting the Clerk had circulated to all an email from County Cllr John Robinson dated 20<sup>th</sup> October 2017 entitled Sedgefield Day. In addition to this the Clerk also circulated two emails from Mrs Sarah Guest dated 14<sup>th</sup> and 20<sup>th</sup> November 2017 which related to both Sedgefield Day and the Mediaeval Fayre. Cllrs notes from these emails that the SCA were happy, and already working todays, delivering Sedgefield Day in 2018 and 2019. It was also noted that the SCA have already begun to seek grant funding for this event. Cllr Allan Blakemore said that he would be happy to be involved in future Sedgefield Days providing assistance regardless of whether or not the Town Council were involved. Cllr Mark Cant took from the emails that the SCA were very willing and enthusiastic about delivering future Sedgefield Days and did not require assistance from the Town Council. Cllr Blakemore asked what the Town Council's position would be on the event requiring the use of the village greens. Cllrs agreed that if the event was to use the village greens then this matter would be considered upon receipt of the SCA's request, i.e. in the exactly the same way that occurs in the pre-planning for the Mediaeval Fayre.

Cllr Leo McCormack requested some background to the Sedgefield Day event which Cllr Blakemore duly provided starting with its inception as part of the 700years of the Market Charter celebrations and then the various formats that it has taken over subsequent years concluding with the very successful event held by the SCA in June 2017.

Cllr Mavis Wayman noted that within Mrs Guest's email there was a reference to additional volunteers being needed for the Mediaeval Fayre. Cllr Blakemore confirmed that additional volunteers would be welcomed. Cllrs were grateful for Mrs Guest's update regarding the future arrangements for unsold donations to the Mediaeval Fayre.

#### **RESOLVED:**

**The Clerk to write to County Cllr John Robinson, Mrs Sarah Guest and Dr**

**Wendy Gill stating the Town Council are delighted to hear that the SCA are happy to co-ordinate, organize and deliver Sedgefield Day in 2018 and 2019 as well as send the Council's best wishes for these events.**

**8.2 Durham County Councillors Report to STC:**

Prior to the meeting the Clerk had circulate to all a Durham County Councillor Report to STC produced by County Cllr John Robinson on behalf of himself and County Cllr David Brown. The Clerk reminded Cllrs that at the recent Monthly Meeting it had been agreed that such reports would in future revert back to the Monthly Meeting agenda.

**RESOLVED:**

**To receive this information.**

**8.4 Remembrance Sunday Service (email from Mr Michael King dated 13<sup>th</sup> November 2017):**

The Clerk reported that following the 2017 Remembrance Sunday Service an email had been received from Mr Michael King in which he suggested that consideration start to be given in the early New Year regarding next years' service which will be the commemoration of 100 years since the end of World War One. The Clerk suggested that such a meeting take place initially with Mr King and then involve all those other organisations who participate in and attend the Remembrance Sunday Service. Cllrs agreed this was a good idea. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**The Clerk to set up a meeting with Mr Michael King in early New Year and to keep Cllrs updated on this matter.**

**8.5 Battles Over / Sedgefield Day (email from County Cllr John Robinson dated 20<sup>th</sup> November 2017):**

Further to item 8.4, the Clerk circulated to all an email from County Cllr John Robinson dated 20<sup>th</sup> November 2017 entitled Battles Over / Sedgefield Day. Cllrs noted County Cllr Robinson's comments regarding the SCA's co-ordination of local groups to commemorate the 100 years since the end of World War One. Reference was made to planned activities concluding at the November 2018 Remembrance Sunday Service. County Cllr Robinson suggested that the SCA would keep the Town Council updated on this matter via Cllr Allan Blakemore attending SCA organized meetings. It was agreed that one inclusive, joined up approach is required across the Town in

order to ensure that such commemorations are fitting. It was reiterated that it was up to the Town Council to determine who represented it at external meetings. Cllr Gloria Wills proposed that Cllr Allan Blakemore be given a mandate to represent the Town Council at the meetings detailed by County Cllr John Robinson and Cllr Alf Walton seconded this. It was agreed that with regards the Remembrance Sunday Service that this was a matter to be dealt with separately as agreed earlier under agenda item 8.4 whereby the Town Clerk and Mr Michael King liaise initially.

**RESOLVED:**

**Cllr Allan Blakemore to keep the Town Council updated on Battles Over commemorations.**

The Chair thanked everyone for attending and closed the meeting at 8pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **NOVEMBER ENVIRONMENT** of the **Council** held following the Community Development and Engagement committee in the **Council Offices**, Sedgefield, on **Monday 20<sup>th</sup> November 2017.**

<b>Present</b>	<b>Cllr. Alf Walton (Chairman)</b> <b>Cllr. Mark Cant (Vice-Chairman) and</b> Cllrs. Allan Blakemore, David Brown, Alda Hummelinck, Leo McCormack, Julie Towler, Mavis Wayman and Gloria Wills
<b>Officer</b>	Dr Jane Ayre (Town Clerk)

### 1. Apologies

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr, Joanne Elliott and Chris Lines.

### 2. Declaration of interest

None.

### 3. Matters of Information

#### 3.1 Tractor Maintenance Report:

The Head Gardener & Cemetery Superintendent is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Head Gardener & Cemetery Superintendent to commence discussions in relation to potentially trading in existing tractors and purchasing a new medium sized machine. The Head Gardener & Cemetery Superintendent and Cllr Alf Walton have started to investigate potential options. Cllr Walton and the Head Gardener & Cemetery Superintendent to bring to a future Committee meeting their recommendation for future tractor servicing to take place on-site rather than the current system of off-site. The Clerk to keep Cllrs updated.

#### RESOLVED:

To receive this information.

**3.2 Hardwick Hall Hotel:**

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

**RESOLVED:**

**To receive this information.**

**3.3 St Edmund's Green:**

The Clerk has referred Mrs Thomson's letter to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thomson as well as give an update to the Town Council. The Clerk has also written to Mrs Thomson making her aware of the Town Council's actions. No further information has been received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 The Crosshill:**

The Estates Working Group is yet to commence work on considering a programme for enhancement of the central village green area. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Durham Constabulary:**

The Clerk has written to Mr Ron Hogg, Police, Crime and Victims Commissioner in accordance with the Council's instructions. A response is now awaited. A further letter has been sent.

Cllrs Gloria Wills and Allan Blakemore to raise the matter of Police no longer attending Town/Parish Council meetings at the Larger Councils Forum meeting on 23<sup>rd</sup> November 2017.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Parking in Sedgefield:**

The Clerk has received comments regarding parking from Cllrs Mel Carr, Ann Carr and Gloria Wills regarding the current parking restrictions across the Town. The deadline was 3<sup>rd</sup> November 2017 for Cllr comments. This will now be extended to 4<sup>th</sup> December 2017 at which point it will be determined if a further meeting is required with DCC Officers. Cllr Alf Walton commented that whilst refurbishment work is underway at The Hope Inn their contractor vehicles are taking up all parking spaced at the front of the property. Cllr Julie Towler noted that the new Italian restaurant is placing its advertising boarding on the parking area the front of the property. Cllr Mavis Wayman also noted that many vehicles park on the double yellow lines outside of the Post Office.

**RESOLVED:**

**i) To receive this information.**

**ii) To forward to the Clerk by no later than 4<sup>th</sup> December 2017 comments on the current parking restrictions in the Town.**

**3.7 Location of Stones/Boulders:**

A specification is being drawn up and quotations will then be sought. The Estates Working Group to consider this matter upon receipt of quotation and then bring a recommendation to a future Environment Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.8 Street Lighting Energy Reduction Project:**

The Clerk has reported concerns regarding the lack of lighting between Homebryth and White House Drive to DCC for investigation. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9    2018 Mediaeval Fayre:**

The Clerk has confirmed the Town Council's agreement for the Fayre to use the village greens on Saturday 19<sup>th</sup> May 2018. The Clerk has asked if the Fayre also want to use the greens on Friday 18<sup>th</sup> May 2018 and if so that no show rides are allowed to set up prior to 9am so as not to interfere with access to school. A response is now awaited from Mr Robinson.

The Clerk has also asked Mr Robinson to liaise directly with Mr Roger Clubley regarding potential use of the Farmers Market display boards on the bus shelter.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**3.10    RoSPA Inspection:**

The Clerk is liaising with Mr Barrie Alderson of DCC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.11    Willows at Station Road Playing Field:**

The Estates Working Group are drafting a letter to residents whose properties back onto Station Road Playing Field reiterating that only the Town Council can maintain these trees.

The Estates Working Group are also preparing a letter to Mr and Mrs Scott of the Station Road/Ivy Row Residents Alliance.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**3.12    Proposed Path Changes to Public Footpath No 16:**

The Clerk has written in accordance with the Town Council's wishes to Mr Owen

Shaw, DCC's Rights of Way Officer. Mr Shaw has requested a map detailing the Town Council's suggested scenic footpath route for this area. The Clerk is liaising with Cllrs Mel Carr and Gloria Wills.

**RESOLVED:**

**To receive this information.**

**3.13 Proposed Improvements Outside 33 Front Street, Sedgefield:**

This matter was discussed at the Estates Working Group meeting on 30<sup>th</sup> October 2017. A letter will duly be sent to Mr Maw informing him that no such improvements works would be taking place and explaining why.

**RESOLVED:**

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

**3.14 Station Road Playing Field:**

The Clerk has written to Mr John Reed of DCC (with copies to both County Cllrs) stating that if Station Road Playing Field can be kept dry then it should remain in entirety as a playing field. In addition, the Town Council accepts County Cllr John Robinson's offer to fund in entirety the cost of vertidraining and look forward to receiving further information as to when this work can be scheduled. A response has now been received from Mr Reed (see agenda item 6.3).

Reference to this vertidraining will be included in the letter being drafted by the Estates Working Group to residents whose properties border onto Station Road Playing Field.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**3.15 Village Greens:**

The Clerk has written to Ms Nicola Heenan informing her that the Town Council will not allow a small footpath to be put from the roadside towards the front door of 3 North End over the village green.

The Clerk has written to Mrs Margaret Cooper, Pub Watch Secretary, c/o The Golden Lion reminding all about not placing tables and benches on any area of village green and that if any property is in doubt about this they should contact the Town Clerk. This letter also included a policy reminder about not permitting glass glasses and bottles outside their licensed premises. A response is now awaited. A similar letter has also been sent to the owners of Toshacks Tea Shop. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.16 Trees at Mitford Court:**

The Clerk has written to Mr Brian Mulligan reiterating the Town Council's decision regarding these trees and recommended that he liaise directly with DCC's Tree Officer for any clarification.

**RESOLVED:**

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

**3.17 Recreational Land Behind Station Road:**

The Clerk has forwarded Ms Etherington's email to Mr Barrie Alderson of DCC and informed Ms Etherington of this action. See agenda items 6.1 and 6.2

**RESOLVED:**

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

**3.18 Litter Bins:**

Mrs King's email was considered at the Estates Working Group meeting on 30<sup>th</sup> October 2017 and following investigation of the area it was agreed that there are sufficient bins in this locality. The Clerk has written to Mrs King accordingly.

**RESOLVED:**

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

**3.19 Village Green Owned by Sedgefield Town Council:**

Mr Anthony Walter's letter to the Town Council dated 13<sup>th</sup> October 2017 was considered at the Estates Working Group meeting on 30<sup>th</sup> October 2017. It was

agreed that the Clerk now schedule a meeting between Mr Walters, herself and Cllrs Mel Carr and Gloria Wills to progress this matter and the purchase of the land from DCC around Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.20 Planning Application:**

The Clerk forwarded to DCC Planning Officers comments on planning application DM/17/03273/FPA.

**RESOLVED:**

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

**4. Public Participation**

The Chairman, Cllr Alf Walton, closed the meeting for the public to give their views and comments. No members of the public were in attendance. The meeting was then re-opened.

**5. Reports**

**5.1 Pizza Castle / Church Bank Update Report by Cllr Alf Walton and Town Clerk**

Prior to the meeting the Clerk had circulated to all a Pizza Castle / Church Bank Update report produced by herself and Cllr Alf Walton following their on-site meeting with DCC Officers. Cllrs agreed that this area is now in a much better state than previously. Cllr Walton expressed his concern regarding the drum of oil which remains in situ but it was agreed to monitor the area to ensure that there is no reduction in standards.

**RESOLVED:**

**To receive the information in this report and to continue to monitor this area.**

**5.2 Northumbria In Bloom 2017 Judging Results Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Northumbria in Bloom 2017 Judging Report.

**RESOLVED:**

To receive this information.

**5.3 Sedgefield In Bloom Sponsorship Donation Report by Town Clerk :**

Prior to the meeting the Clerk had circulated to all a Sedgefield In Bloom Sponsorship Donation Report. Cllrs requested that the Clerk convey to Mr Howard Smith, Chair of the Bloom Group, the Town Council's thanks.

**RESOLVED:**

- i) To receive this information.
- ii) The Clerk to write a letter of thanks to Sedgefield In Bloom.

**5.4. Parish Hall Noise Complaint Report by Cllrs Mel Carr and Gloria Wills:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Noise Complaint Report by Cllrs Mel Carr and Gloria Wills.

**RESOLVED:**

- i) To receive this information.
- ii) The Estates Working Group to request that a specialist attend the Parish Hall to assess the current sound limiter and determine if it is still fit for purpose or whether a new sound limiter is required and the electrical sockets on the top corridor be blocked off.
- iii) The Estates Working Group to oversee the production of appropriate notices for display in the Parish Hall regarding the usage of the front door. The Estates Working Group to also consider the possibility of an additional CCTV camera covering the front doors area.
- iv) The Estates Working Group to continue to explore options for secondary glazing of the windows onto Front Street.
- v) The Estates Working Group to continue to explore options for replacing the existing metal doors onto Front Street.
- vi) The Estates Working Group to consider a possible extraction system and review the heating ventilation system in the Parish Hall over the long-term.

**6. Correspondence**

**6.1 Play Areas Sedgefield (email from Mr Barrie Alderson, DCC dated 23<sup>rd</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all the email which Mr Barrie Alderson, DCC Playground Inspector, had sent to Ms Marie Etherington in response to her request to have seating located near to the childrens play equipment at Station Road Playing field.

**RESOLVED:**

**To receive this information.**

**6.2 Re: Play Areas Sedgefield (email from Ms Marie Etherington, Sedgefield Resident dated 23<sup>rd</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all an email which Ms Marie Etherington had sent on 23<sup>rd</sup> October 2017 to Mr Barrie Alderson of DCC in response to his earlier email to her considered under agenda item 6.1. The Clerk confirmed that no further correspondence has been received.

Cllr David Brown suggested that this location could be suitable for a memorial bench of some kind. The Clerk reminded Cllrs of the Town Council's existing memorial benches policy whereby no new benches would be erected but instead offer those wishing to have such items the opportunity to refurbish existing benches when they become available.

**RESOLVED:**

**To receive this information.**

**6.3 Re: Station Road Playing Field, Sedgefield (email from Mr John Reed, DCC dated 30<sup>th</sup> October 2017):**

Prior to the meeting the Clerk had circulated to all an email from Mr John Reed of DCC dated 30<sup>th</sup> October 2017 confirming receipt of the Town Council's acceptance of County Cllr John Robinson's offer to fund in entirety the cost of vertidraining Station Road Playing Field. Mr Reed will keep the Town Council updated on this matter.

**RESOLVED:**

**To receive this information.**

**6.4 Sedgefield In Bloom (minutes of meeting held 8<sup>th</sup> November 2017):**

The Clerk circulated to all copies of the minutes of the Sedgefield In Bloom Group meeting held on 8<sup>th</sup> November 2017.

**RESOLVED:**

**To receive this information.**

**6.5 Footpaths (email from Mrs Julia Bowles dated 6<sup>th</sup> November 2017):**

The Clerk reported that an email had been received from Mrs Julia Bowles expressing her concern regarding the state of the footpaths onto Hardwick Road Estates, in particular after the entrance to Hall Lead in front of nos3-9 Hardwick Road. Cllr Alf Walton confirmed that he had investigated this matter and found the path's surface to be breaking up. The Clerk confirmed that this matter has now been reported directly to DCC for their attention and action. Mrs Bowles has been informed of this action.

**RESOLVED:**

**To receive this information.**

**6.6 Northumbria In Bloom 2018 (letter from Mrs Eileen Burn, Chairman, Northumbria In Bloom dated November 2017):**

The Clerk circulated to all a letter received earlier that day from Mrs Eileen Burn, Chairman of Northumbria In Bloom inviting the Town Council to enter the Northumbria In Bloom 2018 competition.

**RESOLVED:**

- i) The Town Council to enter the 2018 Northumbria In Bloom competition.**
- ii) The Clerk to complete the necessary entry paperwork.**
- iii) The Clerk to notify Mr Stephen Young and Mr Howard Smith of this decision.**

**ADDITIONAL ITEMS:**

The Clerk reminded Cllrs that several items had been deferred from the previous week's Monthly and P&R Committee meetings for consideration.

**A1: Current Planning Applications:**

**DM/17/03636/FPA – felling of 1 no lime tree, 12-15 Dunelm Court, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/17/03689/FPA – part single storey, part two storey rear extension, 3 Stockton Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The Clerk to forward comments on the above planning applications to DCC Planning Officers.**

**A2: Manor House Premises Licence Variation Application (email from Mr Steve Ragg, CDALC dated 9<sup>th</sup> November 2017):**

**RESOLVED:**

**The Town Council has no objections to the variation in Premises Licence being sought by the Manor House, Sedgefield.**

**A3: The Sedgefield Plan Update:**

Prior to the meeting the Clerk had circulated to all an email from Mr Stuart Carter of DCC dated 14<sup>th</sup> November 2017 which was in response to the Clerk notifying him of the resolution made by the Town Council at its Monthly meeting on 13<sup>th</sup> November 2017. Cllrs were very frustrated and disappointed with the content of Mr Carter's email which contradicted the information given to the Council at an earlier meeting, i.e. that whilst DCC would prefer the Town Council to withdraw The Sedgefield Plan and then recommence Regulation 14 statutory consultation that it was not a legal requirement that such a withdrawal had to take place. Cllr Gloria Wills said that Mr Carter's email now placed the Town Council in a very difficult position and that the decision as to whether or not to withdraw the neighbourhood plan needed to put to the community with a clear explanation as to the current situation in order for them to then give the Town Council the required mandate to take whatever action the majority wished. Cllr Wills proposed that the Town Council hold a public meeting, possibly two public meetings so as to maximize attendance, at which the Qualifying Body can explain to the public the work undertaken to date and the position the neighbourhood plan is now in and then ask them as to whether they wanted the plan to be withdrawn before Regulation 14 consultation was undertaken. Cllr Wills also proposed that DCC Officers be invited to attend this meeting. Cllr Alda Hummelinck suggested that two different types of meeting be held, the first would be a pre-meeting with the public to make them aware of the current situation and how it has been arrived at with a second meeting then giving the public the opportunity to challenge and ask DCC Officers questions. Cllrs felt that Cllr Wills proposal for a public meeting was the better option.

Cllr Leo McCormack expressed the concern that by the time this matter is resolved the neighbourhood plan could be obsolete. Cllr Hummelinck agreed and said that it highlighted the importance of this matter being escalated to a higher level. The Clerk confirmed that at the previous week's Monthly Meeting Cllrs had agreed to escalate this matter as well as to proceed with Regulation 14 statutory consultation without withdrawing The Sedgefield Plan, however, the latest email from Mr Carter was so different in advice that the Clerk needed to ensure that Cllrs considered this first before any such

actions. Cllr Wills referred to recent press articles regarding the County Durham Plan for which a timetable has now been published by DCC to restart the production of a local plan. It was noted that this timetable hopes to achieve a made plan by 2020, still some considerable way off for Town's such as Sedgefield which are facing mass large-scale development. Cllrs agreed that the County Durham Plan will offer no protection to Sedgefield and that the progression of The Sedgefield Plan was paramount. Cllrs agreed that a public meeting (held twice at different times but using the same format) was essential. Several Cllrs volunteered to meet to develop a structure and format for such a meeting. The Clerk was asked to make Mr Stuart Carter of DCC aware of this and ask if he and his colleagues would be willing to attend such a meeting. It was agreed that such meetings should be publicized via the Town Council's website, Twitter, posters and leaflets. Cllr Wills suggested that the SVAG may be able to help with the distribution of leaflets through their network of contacts.

Cllr Allan Blakemore expressed his disappointment that the Town had missed out of CIL monies as a result of having no neighbourhood plan despite the Town Council's best efforts which had been thwarted at every turn by DCC. He questioned if DCC had delayed the plan's progress purposely to gain financial gain?

Cllr Wills reported that Mr Sajid Javid, Secretary of State for Communities & Local Government had recently written to principal authorities without a Local Plan to question their lack of progress. Cllr Wills had noted that such a letter had been issued to 15 Councils yet DCC was not included despite the authority still using saved Sedgefield Borough Council policies dated 1996. In her own right she had written to Mr Javid asking why this was the case. A response is now awaited.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to write to Mr Stuart Carter of DCC making him aware of the Town Council's intention to hold two public meetings and to invite him and his colleagues to attend. Cllrs to await his response before sending a letter to DCLG.**
- iii) Cllrs Hummelinck, Walton, Blakemore, Mel Carr, Towler and Wills to meet to begin devising structure and format for the public meetings as well as aim and objectives so that they can be shared with other Cllrs for comment.**
- iv) Cllr Wills to keep the Town Council updated as to when she received any response from Mr Sajid Javid, Secretary of State for Communities & Local Government.**

(Cllr Allan Blakemore left the meeting at this point)

**A4: Planning Application DM/17/03406/FPA – Riding Centre, Fishburn:**

The Clerk reported that as agreed at the previous week's Monthly Meeting she had conveyed the Town Council's concerns regarding this planning application. Mr Mark O'Sullivan, DCC Planning Officer, had responded on 16<sup>th</sup> November 2017 stating that if this planning application was permitted DCC would definitely be sticking a condition on to the effect requested by the Town Council.

**RESOLVED:**

**To receive this information.**

**A5: Sedgefield Cricket Club Premises Licence Application Update:**

The Clerk reported that as agreed at the previous week's P&R Committee Meeting she had conveyed to DCC Licensing Officers the Town Council's concerns regarding potential noise issues. Ms Yvonne Raine, DCC Senior Licensing Officer had responded on 15<sup>th</sup> November 2017 to state that within the premises licence application the Cricket Club had now included a statement "noise reduction measures to be addressed during renovation works to reduce nuisance to the public". Cllrs agreed they were happy with this.

**RESOLVED:**

**The Clerk to inform Ms Yvonne Raine of DCC that Cllrs are happy with this and do not have any objection/presentation to make in relation to this application.**

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