

# SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **SEPTEMBER**  
**SPECIAL Meeting** of the **Council** held at  
**6.15 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 10<sup>th</sup> September 2018.**

## MINUTES

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, Mark Cant, Ann Carr, Alda Hummelinck, Chris Lines,  
Julie Towler, Alf Walton, Fiona Warrand and Mavis Wayman

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

**1. Apologies:**

Cllrs. Vanessa Carmichael, David Brown and Leo McCormack.

**2. Declaration of interest:**

None.

**3. Presentation by Mr Gavin Cordwell-Smith and Ms Katie Rumble of Hellens Group detailing their interest in land on the North side of Beacon Lane, Sedgefield:**

The Chair, Cllr Mel Carr, welcomed Mr Gavin Cordwell-Smith and Ms Katie Rumble of Hellen Group and reminded all that this meeting has been requested by Hellens Group in order to explain to the Town Council their interest in land to the North side of Beacon Lane. Mr Cordwell-Smith and Ms Rumble would present their information and then there would be an opportunity for Cllrs to ask questions. Hellens Group representatives had earlier confirmed that when appropriate they would be hosting public consultation events for members of the community to attend.

Mr Cordwell-Smith introduced himself and colleague and circulated to all a map showing with a red boundary the land, approximately 30 acres, purchased by Hellens Group earlier in the year on the North side of Beacon Lane. The purpose of this meeting was a courtesy to inform the Town Council of this purchase and to be open with communications so as to avoid inaccurate rumours.

Mr Cordwell-Smith explained that Hellens Group is a family business which was established in 1973. It operates across the North East and Yorkshire with its main base in Washington. Originally established as a civil engineering organization it is now also a registered provider of affordable housing and has the same status as a Housing Association. Mr Cordwell-Smith cited numerous examples of the Group's work in the local area surrounding Sedgefield including Carlton, Coxhoe, Trimdon Colliery and Wynyard all of which have features a range of affordable housing products including rent to buy, shared ownership/equity and more.

With regards to the 30 acres of land purchased in Sedgefield, Mr Cordwell-Smith confirmed that Hellens Group do not have immediate plans for this site. Often the Group purchase land and then hold onto it as a longer-term investment. Mr Cordwell-Smith said he was aware of the emotiveness of development in Sedgefield and acknowledged that considerable new housing has been and is to be built. Hellens Group have made representations to DCC and put their newly acquired site forward as being suitable for entry level houses specifically for those renting or wanting to buy for the first time. Hellens Group feel that they could meet need locally and will over the next 6 months submit to DCC a pre-planning application so they can determine what the Planning Authority would deem to be suitable. DCC could consult with the Town Council and community through the pre-planning application process if they so wished. The purpose of this exercise from Hellens Group's perspective would be to identify the issues in relation to this site. Mr Cordwell-Smith said he was aware of the advanced state of the Town's neighbourhood plan and would want to hold public consultation events directly with the community.

Cllr Mel Carr asked what the average time scale was for Hellen Group between acquiring land and then developing. Mr Cordwell-Smith said that on average the timescale was 3-5 years. Cllr Mel Carr said that he understood the benefits of affordable housing but asked whether the Hellens Group approach offered anything different to that already being provided by existing developers in the Town. Mr Cordwell-Smith replied that house builders look to maximise opportunities to generate money from housing and that this is usually done at the expense of minimizing affordable housing opportunities. Hellens Group, as a registered affordable housing provider, look at development from the opposite perspective and look at ways to maximise affordable housing opportunities within developments. Cllr Mel Carr asked if Hellens Group could help to provide affordable housing within the existing areas being developed in Sedgefield. Mr Cordwell-Smith confirmed that Hellens Group do approach existing developers to 'buy in' the affording housing on those agreed development sites. Hellens Group had approached Story Homes but their offer had not been accepted. When such offers are accepted Hellens Group are able, through their official registration, to

access grants. Looking at the land recently acquired at the North site of Beacon Lane, Cllr Mel Carr asked how many units Hellens Group would potentially look to build there. Mr Cordwell-Smith said that it was not possible to say at this moment in time and there would need to be an appreciation that not all of the 30 acres acquired is developable due to landscape sensitivities but as a rough estimate potentially 200 homes. Cllr Mel Carr asked why Hellens Group would look to develop in Sedgefield rather than an area such as Fishburn. Mr Cordwell-Smith said that Hellens Group would happily develop in Fishburn and indeed any other village in the area but this is dependent upon land being available for purchase. Land became available in Sedgefield which Hellens Group feel is well related to the existing settlement, is sustainable and could reflect demand within the local area.

Cllr Gloria Wills said she felt that Sedgefield had been sustainable but due to the additional housing being built and yet to be built there was an overwhelming view in the Town that no further housing was needed. Cllr Wills was disappointed that the previously agreed planning applications provided Sedgefield only with housing and nothing for the Town in terms of additional facilities. She noted that the area of land acquired by Hellens Group does not feature in the Town's neighbourhood plan nor been reflected in any of the variations of the County Durham Plan to date. Cllr Wills asked what Hellens Group are offering that is different and worthwhile as the Town's health facilities, educational facilities etc could no longer cope with demand and no job opportunities had been created, i.e. the term affordable needed to mean something. Mr Cordwell-Smith said that Hellens Group considered affordable in its truest sense as reflected by the regulations they needed to meet as set by central government and regulated through Housing England. Hellens Group know they have a duty of care and must deliver community benefits as part of their work. Mr Cordwell-Smith gave the example of recent development work in Coxhoe through which they had worked with Coxhoe Parish Council to provide a quarry garden, railway gates and funding for environmental improvements. As a result of this work Mr Cordwell-Smith said Hellens Group's relationship with Coxhoe Parish Council has grown and improved as a result of listening to the views of the community. Cllr Wills noted that the examples given related to environmental enhancement rather than ways to address the issues which Sedgefield is facing including lack of parking, over-stretched health services and schools.

Cllr Alf Walton asked how the decision was made to determine what was affordable and to whom. Mr Cordwell-Smith explained that whilst local factors did need to be taken into consider there were a range of criteria set by central government which underpin this matter.

Cllr Chris Lines expressed his concerns regarding sustainability in the Town. Cllr Lines said that the model being explained by Hellens Group sounds laudable it was a shame that this

was not heard several years ago as an alternative option to the developments which are now being built. The Sedgefield Plan and County Durham Plan will have a time period of 30 years, a period in which the existing number of homes already allocated for the Town will be developed. Cllr Lines believed it was extremely unlikely the community of Sedgefield would accept in a further 3-5 years there would be an acceptance for a further significant development in the Town.

Cllr Julie Towler asked if Hellens Group only allowed local people to occupy their properties. Mr Cordwell-Smith confirmed that Hellens Group do operate a local lettings policy whereby people are not moved from outside the area/inner cities.

Cllr Allan Blakemore asked how Hellens Group manage the occupancy of their properties. Mr Cordwell-Smith explained that Hellens Group do this by their own Housing Team where they manage their own properties through a very hands-on approach from financial checks through to tenancy checks every two months for the first 6 months of a tenancy, moving then to 6 monthly checks throughout the period of occupancy. All rentals are on a probationary tenancy for 12 months then a 5 year tenancy. Following this theme, Cllr Mavis Wayman asked what actions Hellens Group undertake to ensure there is no anti-social behaviour. Mr Cordwell-Smith replied that prior to any tenancy being agreed a number of checks are undertaken including those of anti-social behaviour and finance. Every tenant must be in employment whilst still bearing in mind that many people in employment are struggling financially due to the current economic climate hence the need for affordable housing.

Cllr Wills reported that in many housing developments there is a tendency to create garden trusts as a way of looking after landscaping matters. There had been lots of examples where such have not worked for a variety of reasons including poor service delivery or residents being charged monthly fees for which there is no get out clause. These matters as well as examples of highways being unadopted can all lead to disputes between neighbours. Cllr Wills asked how Hellens Group would deal with such matters. Mr Cordwell-Smith explained that Hellens Group use a Management Company, Kingston, to oversee this. In some instances landscaped areas are offered to the local authority for adoption. Cllr Wills asked if residents are charged a monthly/annual fee. Mr Cordwell-Smith confirmed that fees are charged but these have to recognize and fit with the affordability criteria.

Cllr Ann Carr commented that if any business purchases land it is to be expected that they will need to see a return on their investment. She was concerned that young people in the

Town have facilities and schools which are already suffering due to increasing demand yet the provision of affordable housing alone will not deal with those issues. Cllr Ann Carr said that young people were the future of the Town and there needed to be an appreciation that services and facilities are struggling to cope with demand now without further pressure being added.

Cllr Alf Walton asked how the price of affordable housing in Sedgefield would be determined. Mr Cordwell-Smith explained that generally if a property was for rent there must be a 20% discount and if a property was for sale there would need to be a % discount as determined by the Planning Authority. The actual prices would be dependent upon many factors such as size of house, number of bedrooms, market value, average salary earnings in the local area etc but generally at least 20% less if not more.

This concluded questions from Cllrs. Cllr Mel Carr asked if Mr Cordwell-Smith had any questions for the Town Council. Mr Cordwell-Smith asked that type of housing the Town Council believed was required in Sedgefield. Cllr Blakemore asked what Hellens Group's research has found. Mr Cordwell-Smith replied that no research had been undertaken to date but he believed there was a demand in all areas for starter homes, older people homes and bungalows. Cllr Lines commented that the Town Council would be lobbying the Planning Authority and existing developers to provide what housing is needed within the already agreed sites and not to accept more housing on another site.

The Chair, Cllr Mel Carr, thanked Mr Cordwell-Smith and Ms Rumble for their attendance. They duly thanked the Town Council for the opportunity to present.

The Chair thanked everyone for attending and closed the meeting at 6.49pm.

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **SEPTEMBER**  
**MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday**  
**10<sup>th</sup> September 2018.**

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, Mark Cant, Vanessa Carmichael, Ann Carr, Alda  
Hummelinck, Chris Lines, Julie Towler, Alf Walton, Fiona Warrand and Mavis  
Wayman

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

**1. Apologies:**

Cllrs. David Brown and Leo McCormack.

**2. Declaration of interest:**

Cllr Lines declared an interest in item 11 due to a family friend connection. No other Cllrs made any declaration of interest.

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

**a. Minutes of the Personnel Committee held Monday 9<sup>th</sup> July 2018:**

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

**b. Minutes of Staff Appeals Panel Meeting held Monday 9<sup>th</sup> July 2018:**

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

**c. Minutes of the Monthly meeting held Monday 9<sup>th</sup> July 2018:**

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

**d. Minutes of the P&R committee held Monday 9<sup>th</sup> July 2018:**

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

**e. Minutes of Estates Working Group Meeting – Allotments Issues held Thursday  
12<sup>th</sup> July 2018:**

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

**f. Minutes of the Community Development & Engagement committee meeting  
held Monday 16<sup>th</sup> July 2018:**

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

**g. Minutes of the Environment committee meeting held Monday 16<sup>th</sup> July 2018:**

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

Cllr Gloria Wills asked Cllrs to retain their copy of these minutes as she would cross refer to them during the later P&R Committee meeting.

**h. Minutes of Finance Working Group Meeting held Wednesday 18<sup>th</sup> July 2018:**

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

**i. Minutes of Personnel Committee held Monday 23<sup>rd</sup> July 2018:**

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

**j. Minutes of Estates Working Group held Monday 30<sup>th</sup> July 2018:**

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

**k. Minutes of Fireworks Working Group held Monday 30<sup>th</sup> July 2018:**

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

**l. Minutes of Butterwick Road Cemetery Working Group held Tuesday 31<sup>st</sup> July 2018:**

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

**m. Minutes of Special Town Council Meeting held Monday 13<sup>th</sup> August 2018:**

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

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

**4. Matters of Information:**

**4.1 Land to the South of Eden Drive:**

No further complaints have been received regarding the state of the road and verges near to the large scale development on Eden Drive.

Cllrs to continue to monitor this area, take photographs and report to DCC any further instances of such activity.

**RESOLVED:**

**To receive this information.**

**4.2 Policing Changes:**

The Clerk and Chair have written to Mr Michael Barton, Mr Ron Hogg and Mr Phil Wilson making them aware of the Town Council's concerns at the loss of a Sgts post from the local neighbourhood policing team. Responses have been received and considered from Mr Hogg and Mr Wilson. No response has yet been received from Mr Barton.

This matter was discussed at the Larger Councils Forum meeting on 24<sup>th</sup> May 2018. At this meeting several other Councils expressed their concerns. It was agreed to review this matter and impact in 6 months' time (i.e. November 2018) by asking the Police for operational data comparison.

**RESOLVED:**

**To receive this information.**

**4.3 Proposed Diversion of Public Footpath 16 Sedgefield:**

The Clerk has written to Mr Ogden of DCC informing him of the Town Council's wishes. A response is now awaited.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.4 Land to the North Side of Beacon Lane, Sedgefield:**

A Special Town Council meeting had taken place at 6.15pm on Monday 10<sup>th</sup> September 2018 in the Town Council Offices to hear from representatives of Hellens Group regarding their plans for their recently acquired on the North side of Beacon Lane, Sedgefield. Details of this meeting had been circulated through the residents database and an agenda posted on the Town's noticeboard.

**RESOLVED:**

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

**4.5 Response to Policing Changes:**

The Clerk has written to Mr Ron Hogg, via Ms Sweety Sahani, and informed her of the decision made at the Larger Councils Forum meeting to monitor the impact of the policing changes at Sedgefield and Shildon following completion of the first six months of such working.

**RESOLVED:**

**To receive this information.**

**4.6 Public Participation:**

A Policy & Records Management Working Group meeting has been scheduled for



Thursday 27<sup>th</sup> September 2018 at 9am and will include the issue of potential quarterly meetings with the public and all Council Committee agendas being uploaded to the Council's website. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.7 County Durham Plan Preferred Options Consultation:**

A meeting between volunteer Town Cllrs and SVAG representatives took place on 24<sup>th</sup> July 2018. A collective response was subsequently prepared and submitted to DCC on 1<sup>st</sup> August 2018 with a copy being shared with all Town Cllrs for information. DCC have confirmed receipt of the submission.

**RESOLVED:**

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

**4.8 Sedgfield Squash Club Extension Planning Application:**

The Clerk forwarded to Mr Steve Welton of the Squash Club a copy of Ms Hilary Sperring's email dated 21<sup>st</sup> June 2018. The Clerk also wrote to Ms Sperring in accordance with the Town Council's wishes.

On 3<sup>rd</sup> August 2018 Mr Welton emailed the Clerk stating the Town Council's letter had brought about a positive response and as a result a meeting between Planners, Squash Club members and Squash Club's architect was held on 10<sup>th</sup> August 2018. Town Cllrs were invited to attend and Cllr Gloria Wills duly attended. Further details will be given under agenda items 7.6 and 9.1. with additional information provided by Mr Welton on Friday 7<sup>th</sup> September 2018 to be circulated as additional supporting information under agenda item 7.6.

**RESOLVED:**

**To receive this information.**

**4.9 Rendered Gable Wall 16 West End:**

This matter was discussed at the Environment Committee meeting held on 16<sup>th</sup> July 2018.

**RESOLVED:**

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

**4.10 Land to the South of Eden Drive:**

This matter was discussed at the Environment Committee meeting held on 16<sup>th</sup> July 2018.

**RESOLVED:**

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

**4.11 EN/18/00252:**

This matter was discussed at the Environment Committee meeting held on 16<sup>th</sup> July 2018.

**RESOLVED:**

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

**4.12 DM/18/01469/AD – non-illuminated pole mounted sales sign land North East of Stockton Road:**

This matter was discussed at the Environment Committee meeting held on 16<sup>th</sup> July 2018. Cllr Mel Carr had represented the Town Council at the DCC Planning Committee meeting regarding this matter. Cllr Mel Carr reported DCC Highways Officers did not have any objections to this signage and neither did County Cllrs on the Planning Committee. The only issue for County Cllrs was that the signage had been erected and in place for 3 months without any approval having been given and therefore they deducted 3 months from the statutory length of time that the signage could remain in place. Town Cllrs expressed their disappointment with DCC's approach to dealing with this matter.

**RESOLVED:**

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

**4.13 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers comments on applications 1-7.

**RESOLVED:**

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

**5. Dates of Meetings:**

Dates of meetings taking place in September 2018 had been circulated prior to the meeting together with the dates of events from September 2018 to March 2019. The Clerk informed Cllrs that the Butterwick Road Cemetery Working Group meeting had been rescheduled to

11am on Monday 24<sup>th</sup> September 2018 and the Local Council Working Group meeting cancelled and likely to be held in November 2018.

**RESOLVED:**

**To receive this information.**

**6. Public Participation:**

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

Mrs Julia Bowles asked why all Council Committee agendas plus draft minutes were not on the Council's website when the Council had agreed to such. The Clerk replied that the Council had not made a decision on this matter and it was to be considered at the Policy & Records Management Working Group meeting on 27<sup>th</sup> September 2018. Mrs Bowles then asked if the Town Council had any opinion on the local AAP moving into offices within The Manor House? Mrs Bowles said that she found it hard to believe that DCC were strapped for cash yet able to pay a commercial rent for AAP Officers when there were lots of other DCC owned properties available. Cllr Mel Carr said that he believed AAP Officers had previously been accommodated in a commercial property and understood that the new accommodation was smaller in size. Mrs Bowles said that she had posed this question directly to DCC and was awaiting their response.

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

**7. Internal Reports:**

**7.1 Chairman's Report:**

The Clerk circulated to all an email from Cllr Mel Carr dated 9<sup>th</sup> September 2018 in which he detailed his actions since the last Monthly Meeting as Chair of the Council.

**RESOLVED:**

**To receive this information.**

**7.2 Mayor's Report:**

The Mayor, Cllr Mavis Wayman, reported that since the last Monthly Meeting she had undertaken the following activities:

- 19<sup>th</sup> July 2018 - Attended the Northumbria In Bloom Judging and been very impressed by the amazing work performed by the Sedgefield In Bloom group;
- 20<sup>th</sup> July 2018 - Attended a river cruise fund raising event at South Shields and

was accompanied by Cllr Ann Carr;

- 28<sup>th</sup> July 2018 - Attended Great Aycliffe Town Council Mayor's at hoevent accompanied by Cllr Ann Carr;
- 16<sup>th</sup> August 2018 – Hosted a flower arranging afternoon tea at Sedgefield Parish Hall which had raised £1400.
- 9<sup>th</sup> September 2018 – Held her Civic Service at St Edmund's Church in Sedgefield which included Communion. Cllr Wayman expressed her thanks to Cllr Allan Blakemore for his reading.

**RESOLVED:**

**To receive this information.**

**7.3 Councillor Co-option Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Councillor Co-option Update Report.

**RESOLVED:**

**i) To receive this information.**

**ii) A Special Town Council meeting to be held at 6pm on Monday 15<sup>th</sup> October 2018 to consider applications received for the casual vacancy to be filled by co-option.**

**7.4 Multi-agency Anti-social Behaviour Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Multi-agency Anti-Social Behaviour Update Report.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllrs to inform the Clerk as soon as possible if they wish to attend the next Multi-agency Anti-social Behaviour meeting on Thursday 20<sup>th</sup> September 2018.**

**7.5 The Pickled Parson and The Cornerhouse Premise Licences Variation Requests – Licensing Hearing Update Verbal Report by Cllr Gloria Wills:**

It was agreed that this matter would be discussed exclusively under the Monthly Meeting agenda rather than some matters being considered on the P&R Committee agenda.

Cllr Gloria Wills reported that she and Mel Carr had attended DCC's Licensing

Hearing meeting on Friday 7<sup>th</sup> September 2018, an in-depth hearing which had lasted from 10.15am to 3.15pm without a break.

With regards to The Cornerhouse the main issue of concern was in relation to the additional noise to be created by the variations being sought. Ms Susan Gallimore of DCC's Environmental Health had presented her findings following recent noise monitoring activities which had taken place in houses near to the property during a film being displayed in the beer garden area of the public house. The outcome of the Licensing Committee was that the requested variations to the premises licence were granted with several conditions being applied. Only 12 films can be shown per year and headphones must be worn throughout those performances. A noise limiter must be installed and all televisions be played through that limiter to control noise volume. Children must leave the indoor premises by 9pm and the beer garden by 9.30pm. A café licence would be required for the tables at the front of the property adjacent to the highway and operated in accordance with that licence. No noise from empty bottle bins after 9pm and before 8am. The business should hold regular meetings with those surrounding residents to prevent problems from occurring, i.e. be preventative rather than reactive.

With regards to The Pickled Parson the Licensing Committee granted the variations requested to the premises licence with several conditions being applied. Alcohol off sales will remain at 11pm and be 12am inside the property. No drinks can be consumed outside after 11pm. The tables and benches must be taken in doors when the premises are closed. Children under 18 years old are to vacate the bar area by 9pm. A noise limiter is to be used for controlling noise levels during entertainment. No noise from empty bottle bins after 9pm and before 8am.

Cllr Wills reported that the actual wording of the licences and their conditions should be shared by DCC within five full days of the hearing. Once such wording has been published the owner of the businesses can appeal if they so wish. Cllr Mark Cant expressed his thanks to Cllrs Wills and Mel Carr for their time in attending these hearings and preparing for them.

The Clerk provided Cllrs with an update on issues relating to the village green surrounding The Pickled Parson. In accordance with Cllrs instruction previously the Town Council's solicitor has written on 30<sup>th</sup> July 2018 and 8<sup>th</sup> August 2018 to Parker Barras requesting that the tables, benches and trees illegally placed on the village green be removed and once this action had taken place then their client to liaise with

the Town Council should they wish to discuss a potential licence for the use of the village green area. No response has been received from Parker Barras. The Clerk has liaised with members of the local Neighbourhood Policing Team who have confirmed that the illegal use of the village green in this instance is a civil matter. The Council's solicitor received on 4<sup>th</sup> September 2018 correspondence from Parker Barras in which they stated that the 'use of the green' was not the actions of their client and any patrons deciding to use the green were not under the control of their client. As a result of this the Clerk has requested clarification from the Council's solicitor as to the next steps. The Town Council has two options; either to reach an agreement with The Pickled Parson regarding a licence for the continued use of the village green or alternatively to seek an injunction from the court ordering that the tables and all other property be removed from the green. The Town Council's solicitor now requires instruction as to how to proceed with this matter. Cllr Allan Blakemore believed the impasse in this situation was the business owner not accepting that the area at the side of the property being village green. Cllr Mel Carr reported that this matter had been reported at the recent Licensing Hearing but it was clear that DCC are not interested in land ownership matters only whether the licence, or any variation, is suitable. Any land ownership matter is to be taken up by the owner through legal action. Cllr Wills proposed that a letter be sent from the Town Council to The Pickled Parson and their legal representative with a copy of the title deed showing this is proof of ownership and request they compare this to any documentation they hold. She suggested this in the first instance before legal action starts. Cllr Blakemore asked how much money the Town Council was prepared to spend on any legal action. Cllr Mel Carr informed all Cllrs that in correspondence from the Council's solicitor dated 4<sup>th</sup> September 2018 to Parker Barras it was clearly stipulated that their client's conduct would be brought to the attention of the Court when the question of costs fall to be considered. Cllr Mel Carr also reminded all that the Town Council's solicitor had looked at the deeds to this land and was clear that there was no way The Pickled Parson could get adverse possession of this land. Cllr Wills reminded all Cllrs that it is a criminal offence not to look after village greens. Cllr Alda Hummelinck proposed that contact be made with the business owner in order to address this matter by a suitable licence as this person did own two businesses in the Town and it was important that all parties worked together now and in the future for the good of the Town. Cllr Mavis Wayman requested clarification from the Clerk as to what the Council's solicitor had said were options for the way forward. The Clerk duly provided this. Cllr Wayman asked whether it was possible to levy a charge as part of any such licence to which Cllr Wills confirmed that a charge would be possible in accordance with village green law. Cllr Wayman stated her preference would be to

have a licence with The Pickled Parson for which they pay and conditions are assigned by the Council regarding acceptable usage. Cllr Mark Cant believed that any negotiations regarding a potential licence should only take place once the existing items on the village green have been removed otherwise this matter could be open-ended. Cllr Chris Lines seconded the proposal made by Cllr Wills and all Cllrs agreed.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to share electronically with all Cllrs the actual wording of the licences once provided by DCC.**
- iii) If information in ii) is received in time, this matter to be discussed at the Environment Committee meeting on Monday 17<sup>th</sup> September 2018.**
- iv) The Clerk to send via recorded delivery a letter to The Pickled Parson owner plus their legal representative a letter stating it is in the best interests of both parties to settle the issue of land ownership amicably it at all possible and to provide a copy of the title deed for the village green as proof of the Town Council's ownership with a request that they compare this to any documentation held by themselves. To offer that the Town Council are happy to meet and talk about this issue. To request a response within 14 days of the date of the letter.**
- v) The Clerk to update the Town Council's solicitor in relation to item iv) and send him a copy of the letter and to keep him updated.**

**7.6 Sedgefield Squash Club Extension Update Report by Cllr Gloria Wills:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Squash Club Extension Update Report by Cllr Gloria Wills. In addition, the Clerk circulated to all an email plus attached renditions from Mr Steve Welton of the Squash Club dated 7<sup>th</sup> September 2018. From the renditions supplied Cllr Wills informed Cllrs that at the recent meeting she and Mr Welton had attended with DCC Planning Officers the suggestion had been made to have ivy growing up the walls of the Squash Club building. Cllr Wills had objected to this on the grounds of the damage which ivy can cause and as a result it had been agreed to have a frame on the side of the building through which creepers can grow. Such a frame would be designed to deter anyone from climbing. Through discussions it had also been agreed to limit the number of trees planted. DCC Officers have verbally said that they are now happy to proceed with the Club's extension as a variation of the originally granted planning permission, however, this is still to be confirmed in writing. Cllrs agree that whilst they were pleased progress was now being made with this project they were

disappointed at the length of time which had been taken to get to this point. Cllrs thanked Cllr Wills for attending the recent meeting and providing the update.

**RESOLVED:**

- i) **To receive this information.**
- ii) **To permit the Squash Club's appointed builders to lay a temporary access road made of wood chippings and plastic matting from Wykes Close to Sedgefield Squash Club in a line above the footpath away from the pond on the proviso that this be made good at the end of the building project.**
- iii) **To permit the Squash Club to plan two trees as part of the planning process with the Town Council assuming long-term responsibility for the maintenance of these.**

**8. External Reports:**

**8.1 (County) Cllrs John Robinson & David Brown Report to Sedgefield Town Council July 2018:**

Prior to the meeting the Clerk had circulated to all a July 2018 County Cllrs Report. No further reports had been received.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Sedgefield Squash Club Extension (email from Mr Steve Welton dated 14<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Welton dated 14<sup>th</sup> August 2018 regarding the proposed extension of Sedgefield Squash Club. This information, and more, had already been discussed under agenda item 7.6.

**RESOLVED:**

**To receive this information.**

**10. The Sedgefield Plan:**

**10.1 The Sedgefield Plan Update Report by Cllrs Allan Blakemore, Mel Carr, Ann Carr, Chris Lines and Mavis Wayman:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report by Cllrs Allan Blakeman, Mel Carr, Ann Carr, Chris Lines and Mavis Wayman.



Cllr Gloria Wills questioned why the Regulation 16, DCC's statutory consultation period, had not taken place whilst the Town Council had undergone Regulation 14 consultation as she understood this had been previously agreed. Cllr Chris Lines clarified that what had been agreed was for The Sedgefield Plan to undergo a DCC health check whilst at the same time undergoing Regulation 14 consultation. Cllr Lines confirmed that this check had been done as part of the meetings held between Town Cllrs and Mr Stuart Carter plus Ms Carole Dillon of DCC. The Clerk confirmed that legally it is not possible for Regulations 14 and 16 to run concurrently but must be distinct consultation periods with Regulation 16 following Regulation 14.

### **RESOLVED**

**To adopt The Sedgefield Plan dated 20<sup>th</sup> August 2018 and to submit to Durham County Council with a request that they commence their Regulation 16 statutory consultation period as soon as possible.**

#### **11. Current Planning Applications:**

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

- 1. DM/18/02258/FPA - two storey extension and detached garage to serve no 6 Durham Road. New bungalow within garden and associated access involving widening existing drive, 6 Durham Road, Sedgefield:**  
Cllrs did not have any objection to this application.
- 2. DM/18/02449/FPA – replacement two storey rear extension, 35-39 West End, Sedgefield:**  
Cllrs did not have any objection to this application.
- 3. DM/18/02458/FPA – retention of static caravan, decking and hard standing, Beechgrove, Thorpe Larches:**  
Cllrs did not have any objection to this application.
- 4. DM/18/02471/FPA – proposed grain husk separator, East Close Farm, Sedgefield:**  
Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1-4 above to be submitted to DCC Planners.**

**Additional Planning Applications:**

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

DM/18/02401/FPA – first floor rear extension, 4 Stockton Road, Sedgefield

DM/18/02522/LB – hand painted fascia sign, 10 High Street, Sedgefield

DM/18/02525/AD – fascia sign, 10 High Street, Sedgefield

DM/18/02701/TPO – felling of 2 no Lawson Cypress (T51 and T52) protected by TPO SBC-13-2004 (Winterton Park South (13/2004)), 16 Millclose Walk, Sedgefield

**RESOLVED:**

**The above additional planning application to be considered at the Environment Committee meeting to be held on Monday 17<sup>th</sup> September 2018.**

The Chair thanked everyone for attending and closed the meeting at 8.14pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **SEPTEMBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 10<sup>th</sup> September 2018**.

**Present**                    **Cllr. Gloria Wills (Chairman)**  
                                 **Cllr. Allan Blakemore (Vice-Chairman) and**  
                                 Cllrs. Mark Cant, Ann Carr, Mel Carr, Alda Hummelinck, Chris Lines, Julie  
                                 Towler, Alf Walton, Fiona Warrand and Mavis Wayman

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

**1. Apologies:**

Cllrs. Vanessa Carmichael, David Brown and Leo McCormack.

**2. Declaration of interest:**

Cllr Chris Lines declared an interest in items 5.3 and 7.3. No other Cllrs made any declaration of interest.

**3. Matters of Information:**

**3.1 Creating a Mayor's Charity:**

The Charity Commission have now responded to the Town Council's application to create a Mayor's Charity. Further work is now required on the constitution and a new application form needs to be submitted. This matter is on the agenda of the Finance Working Group and will be progressed once the issue of the Council's banking arrangements have been finalized following the announcement of the closure of the Barclays Branch in Sedgefield. A recommendation report will be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.2 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 (2017) 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 the information.**

**3.3 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, however, the Group's priority at the moment is the General Data Protection Regulations with work on-going in this matter. Note: This matter has also been discussed at the most recent Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Quality Award:**

The Clerk has liaised with Mr Steve Ragg of CDALC regarding which draft minutes need to be placed onto a Council's website in order to comply with the Quality Award criteria. The Clerk to discuss this matter with the Policy & Records Management Working Group and bring a recommendation to a future P&R Committee meeting. Note: The Council has also put an article in the most recent edition of The Sedgefield Extra seeking public opinion on additional website content. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Legal Issues (Butterwick Road Cemetery):**

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been

obtained by the Clerk from the Church of England archives. The Clerk reported that earlier that day she had received an email from the Church of England archives with attached documentation which now needed to be considered to determine if this was the information required by the Council's solicitor. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Legal Issues (Bin Stores on Village Green):**

The Clerk has made Ms Susan Porter of DCC aware of a further bin store near to the Post Office and requested an on-site meeting between a DCC representative and Town Councillors in order to discuss this matter. Ms Porter has confirmed receipt of this request and forwarded it to her Line Manager who is currently on annual leave. Ms Porter has reported that in terms of the bin stores which the Town Council has highlighted she can confirm that a DCC Officer has inspected them and that they do not require planning permission. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

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

Mr Steve Ragg of CDALC reported at the Larger Councils Forum meeting on 22<sup>nd</sup> February 2018 that he has now collated all feedback on the Charter and will be progressing this through the CDALC Executive working towards formal adoption. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Meeting with District Church Council Members:**

A further research day has been booked at the Durham Records Office to progress research into the matters raised during the recent meeting with District Church Council members has been cancelled. This took place on Tuesday 28<sup>th</sup> August 2018 and will be considered at the next Estates Working Group meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Town Council Trailer:**

The new Town Council trailer has now been purchased. The Finance Working Group are exploring if it is possible to make this roadworthy within a budget of £200. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Unsafe Memorials:**

It was agreed at the most recent Estates Working Group meeting, in light of the state of the unsafe memorials, for the Clerk to liaise with a local contractor to get these laid flat. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.11 Cheques for Approval:**

The issue of protocol for future spending by the Mayor of their allowance was discussed at the Finance Working Group meeting on 27<sup>th</sup> June 2018 at which the Council's Internal Auditor was present. The Clerk is to draft a procedure which will be considered by the Finance Working Group in the first instance before a recommendation can be presented to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.12 AGAR:**

Mazars, External Auditors, have requested additional evidence for 2017/18 relating to the Council's risk management procedures and financial planning. This information has now been sent. An update will be given under agenda item 6.12.

**RESOLVED:**

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

**3.13. S106 Monies:**

The Clerk had issued an invitation to Mr Stephen Reed of DCC to attend the next Butterwick Road Cemetery Working Group meeting scheduled for 10<sup>th</sup> September 2018 to determine if S106 monies would be available for the expansion of Butterwick Road Cemetery. Mr Reed has declined this invitation stating that his colleagues in Sport and Leisure would instead be contacting the Town Council when they were ready to embark upon a community consultation exercise relating to the allocation of S106 monies from Eden Drive. This matter is to be considered at the next Butterwick Road Cemetery Working Group meeting.

Cllr Gloria Wills expressed her disappointment at Mr Reed's decision. Cllr Allan Blakemore reported that following his recent attendance at CDALC's Executive it was clear that other Town and Parish Councils are experiencing very similar situations regarding the difficulty in obtaining, or indeed getting information about, S106 monies. CDALC will be raising this matter with the Local Councils Working Group. It was agreed that at the Butterwick Road Cemetery Working Group's next meeting they be asked to prepare a S106 application form.

**RESOLVED:**

**To receive the information.**

**3.14 Parish Hall – Interior and Exterior Decorating:**

Mitie have successfully completed the internal and external decorating at the Parish Hall. Cllr Alf Walton reported that the brackets outside the Parish Hall still needed painting. Cllr Mel Carr confirmed that he would be inspecting all painting work prior to any invoice being presented for payment and would consider the matter raised by Cllr Walton.

**RESOLVED:**

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

**3.15 Treeworks in Grounds of Ceddesfeld Hall:**

The Clerk has written to AW Treecare confirming their appointment to undertake priority work (2 days) on trees in the grounds of Ceddesfeld Hall as part of a rolling programme of active duty of care. The Clerk has issued a Purchase Order number and requested that this work be scheduled as quickly as possible and also requested that they provide appropriate advice regarding seeking necessary permissions from DCC. AW Treecare have advised that no permissions are required but suggested a

letter of courtesy be sent to Mr Simon McGinney, DCC's Tree Officer. The Clerk has done so and Mr McGinney confirmed receipt. AW Treecare hope to undertake this work the week commencing 17<sup>th</sup> September 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 General Data Protection Regulations:**

The next Policy & Records Management Working Group meeting will take place on Thursday 27<sup>th</sup> September 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 Cheques for approval:**

No Cllrs have forwarded to the Clerk details of any alternative plumbers. The Clerk has instructed the Council's approved list of contractors be updated in accordance with their wishes. Cllrs to forward to the Clerk details of alternative plumbers.

**RESOLVED:**

**To receive the information.**

**3.18 County Durham & Darlington Training Partnership:**

No Cllrs have requested to attend any of the forthcoming training sessions being offered by the County Durham & Darlington Training Partnership. The Clerk has recommended to Mr Steve Ragg that some future training session be scheduled for evenings so as to allow working Cllrs the opportunity to attend.

**RESOLVED:**

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

**3.19 Purchase of Land From DCC:**

The Town Council's solicitor is now progressing the purchase of DCC land adjacent to Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**



### **3.20 Investment in Public Sector Deposit Fund:**

The Clerk has informed CCLA of the Town Council's wishes to open a Public Sector Deposit Fund with an initial investment of £50,000. Paperwork for opening such an account has now been received and the Clerk has completed this and will present to the Finance Working Group on 14<sup>th</sup> September 2018. A cheque for the initial deposit will be presented under agenda item 6.1. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.21 Co-option of Councillor Update:**

The co-option vacancy has been readvertised with an extended deadline date of 28<sup>th</sup> September 2018. As agreed at the earlier Monthly Meeting a Special Town Council meeting will take place at 6.15pm on Monday 15<sup>th</sup> October 2018 to consider applications received.

**RESOLVED:**

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

## **4. Public Participation:**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. The member of the public present did not wish to speak. Cllr Wills re-opened the meeting.

## **5. Reports:**

### **5.1 Cemetery Lodge Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update report in which Cllrs were informed that the Lodge is now occupied by a new tenant.

**RESOLVED:**

**To receive this information.**

### **5.2 Estates Working Group Terms of Reference 2018/19 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all the 2018/19 Terms of Reference for the Estates Working Group.

**RESOLVED:**

**To receive this information.**

**5.3 Revised Butterwick and Winterton Allotments – Rules and Regulations Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Revised Butterwick and Winterton Allotments – Rules and Regulations Report by the Estates Working Group.

Cllr Alf Walton reported that in accordance with the Council's allotments inspection regime one allotment holder at Winterton has been given notice to vacate his plot. Due to the state this plot has been left in Cllr Walton and the Council's Gardener will put this plot back to a usable state without any charge being levied on the incoming plot holder.

**RESOLVED:**

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

**5.4 Attendance Management Policy plus Mental Wellbeing In The Workplace Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all an Attendance Management Policy plus Mental Wellbeing In The Workplace Recommendation Report by the Personnel Committee. Cllr Mark Cant pointed out that the review date in the footer for these documents should read 31<sup>st</sup> August 2019.

**RESOLVED:**

**With the inclusion of the above amendment, to adopt with immediate effect the Attendance Management Policy plus Mental Wellbeing in the Workplace Policy and Toolkit.**

**5.5 The Pickled Parson Premises Licence Variation Application Hearing Verbal Update from Cllr Gloria Wills:**

This matter had been discussed at the earlier Monthly Meeting.

**5.6 The Cornerhouse Premises Licence Variation Application Hearing Verbal Update from Cllr Gloria Wills:**

This matter had been discussed at the earlier Monthly Meeting.

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

**6. Financial Matters:**

**6.1 Cheques for approval after 13<sup>th</sup> August 2018:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109351 to 109372. A further list was circulated citing cheque numbers 109373 to 109377.

The Clerk drew attention to cheque number 109375 and informed Cllrs that this reflected the initial investment deposit which Cllrs had previously agreed in order to set up a Public Sector Deposit Fund.

Cllr Julie Towler questioned cheque number 109353 for npower charges relating to Cemetery Lodge. Cllrs requested that the Clerk liaise with Mr Ryan McKenna of Dowens to ensure that meter readings had been submitted when the previous tenants had vacated the property and prior to the new tenant taking possession.

Cllr Gloria Wills said she had already asked members to retain the copy of their Environment Committee minutes Item 3g from the Monthly Meeting. She referred Cllrs to cheque number 109368 related to several tree work matters, and one in particular was the removal of an Ash tree which had been felled at Station Road Playing Field. This had been brought to her attention by a resident who was extremely concerned that the tree had been cut down by the Council. Cllr Wills showed Cllrs a photograph of the felled tree. Cllr Alf Walton said he had cut the tree down because a resident had been pestering the Council staff about it, every half an hour. Cllr Wills suggested that if that was the case why had the Town Clerk not rung the Police as it would be harassment. The Town Clerk said she was on leave at the time. Cllr Walton said that a sizeable branch from this particular tree was overhanging the garage at this property and by removing the branch alone would have left the tree unstable. Cllr Wills said that Cllr Walton could not do this as he had no authority and was not insured and no decision had been made by the Council. Cllr Walton said "well it's done now and you should be glad I've saved some money". He also referred to Cllr Wills "scoring brownie points". Cllr Wills said the minutes of the July meeting showed that a report was to come back to the Committee for a decision therefore it was obviously not an emergency. Cllr Wills objected strongly to Cllr Walton's actions and said that all emergency powers should go through the Town Clerk and that if the Council had decided to seek quotations these must be

sought and considered in the first instance in accordance with due process. Cllr Wills said that she did not wish to see any similar actions in the future. The Clerk proposed the Estates Working Group be tasked with reviewing how the Council inspects trees and footpaths. Cllrs did not make a decision on the Clerk's proposal.

**RESOLVED:**

- i) Cheque number 109353 (Npower) to be deferred until the Environment Committee meeting on Monday 17<sup>th</sup> September 2018 so the Clerk can liaise with Mr Ryan McKenna of Dowens regarding Cemetery Lodge.**
- ii) All other cheques and invoices were approved for payment.**
- iii) Cllrs Mel Carr and Gloria Wills plus the Town Clerk to duly sign the cheques.**

**6.2 Financial Budget Comparison as at 29<sup>th</sup> August 2018:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 29<sup>th</sup> August 2018.**

**6.3 Debtors List as at 29<sup>th</sup> August 2018:**

**RESOLVED:**

**To receive the Debtors List as at 29<sup>th</sup> August 2018.**

**6.4 Direct Debits and BACS List for 26<sup>th</sup> – 30<sup>th</sup> June 2018:**

**RESOLVED:**

**To receive the Direct Debits and BACS List for 26<sup>th</sup> – 30<sup>th</sup> June 2018.**

**6.5 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> July 2018:**

**RESOLVED:**

**To receive the Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> July 2018.**

**6.6 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> August 2018:**

The Clerk circulated to all a Direct Debits and BACS list for the period 1<sup>st</sup> – 31<sup>st</sup> August 2018.

**RESOLVED:**

**To receive the Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> August 2018.**

- 6.7 Imprest Account Final Bank Reconciliation 20<sup>th</sup> June 2018 Report by Town Clerk:**

**RESOLVED:**

**To receive the Imprest Account Final Bank Reconciliation as at 20<sup>th</sup> June 2018.**

- 6.8 Bank Reconciliations 1<sup>st</sup> – 30<sup>th</sup> June 2018 Report by Town Clerk:**

**RESOLVED:**

**To receive the 1<sup>st</sup> – 30<sup>th</sup> June 2018 Bank Reconciliations.**

- 6.9 Bank Reconciliations 1<sup>st</sup> – 31<sup>st</sup> July 2018 Report by Town Clerk:**

**RESOLVED:**

**To receive the 1<sup>st</sup> – 31<sup>st</sup> July 2018 Bank Reconciliations.**

- 6.10 Bank Reconciliations 1<sup>st</sup> – 31<sup>st</sup> August 2018 Report by Town Clerk:**

The Clerk circulated to all the Bank Reconciliations 1<sup>st</sup> – 31<sup>st</sup> August 2018 Report.

**RESOLVED:**

**To receive the 1<sup>st</sup> – 31<sup>st</sup> August 2018 Bank Reconciliations.**

- 6.11 Notice of Appointment of Date for the Exercise of Public Rights Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Notice of Appointment of Date for the Exercise of Public Rights Update Report. It was noted that following the Council's exercise of public rights dates of 18<sup>th</sup> June 2018 – 27<sup>th</sup> July 2018 that no members of the public had requested access to the Council's information.

**RESOLVED:**

**To receive the information contained in the report.**

- 6.12 Conclusion of 2017/18 External Audit Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Conclusion of 2017/18 External Audit Report. This report informed Cllrs that Mazars have concluded the external

audit of the Town Council's AGAR for the 2017/18 financial year. A public notice regarding this matter is now displayed on the Council's noticeboards and on the website. Mazars had suggested some minor scope for improvement in 2018/19 and these will be considered via the Finance Working Group and discussions with Council's Internal Auditor plus software provider as required.

**RESOLVED:**

**To receive this information.**

- 6.13 2019/20 Budget Planning (letter from Mr Paul Darby, DCC dated 12<sup>th</sup> July 2018):**  
Prior to the meeting the Clerk had circulated to all a letter from Mr Paul Darby of DCC dated 12<sup>th</sup> July 2018 regarding the Town Council's tax base for 2019/20 budget planning purposes.

**RESOLVED:**

**i) To receive this information.**

**ii) The Finance Working Group to consider this information when preparing 2019/20 budgetary proposals.**

**7. Correspondence:**

- 7.1 Code of Conduct and Standards (email from Mr Steve Ragg, CDALC dated 7<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 7<sup>th</sup> August 2018 entitled Code of Conduct and Standards. The content of this email was for information only but was making Cllrs aware that NALC are keen to introduce a single, mandatory Code of Conduct rather than have local variations throughout the country. The Clerk confirmed that the Town Council's Code of Conduct is that recommended by CDALC which has received input from DCC's Monitoring Officer. NALC will keep Councils updated as and when progress is made.

**RESOLVED:**

**To receive this information.**

- 7.2 Civil Society Strategy: Building A Future That Works For Everyone (email from Mr Steve Ragg, CDALC dated 16<sup>th</sup> August 2018)**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 16<sup>th</sup> August 2018 entitled Civil Society Strategy: Building A Future

That Works For Everyone.

**RESOLVED:**

**Cllrs to complete this consultation individually if they wish to do so.**

**7.3 Fw Licencing Act 2003 – Application Received – New Premises Licence – The Manor House (email from Ms Tracey Lock, DCC dated 24<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Ms Tracey Lock of DCC dated 24<sup>th</sup> August 2018 informing the Town Council that the deadline for representations relating to the request for a new Premises Licence by The Manor House had been extended to 21<sup>st</sup> September 2018. The Clerk reminded Cllrs that this matter had been discussed at the Special Town Council meeting held in August 2018 when it had been agreed that Cllrs Gloria Wills and Mel Carr would investigate the specifics of this application.

Cllr Wills reported that she has been contacted by four residents who live behind the Manor House who all have concerns about the potential noise impacts from the permissions being sought relating to delivery of plays, playing of films and performances of live music. Other potential noise disturbance concerns related to the siting of a marquee outside the property and noise from attendees. Concerns were also expressed regarding displaced car parking, i.e. when a marquee is placed in the Manor House's car park where would guests then park? These residents were also going to make DCC aware of their concerns directly. Cllr Wills informed Cllrs that the owner of the Manor House had made a point of visiting nearby residents to explain his new premises licence application. Cllr Mel Carr confirmed that he had also been contacted directly by several concerned residents who had particular issues with the potential for live music being performed outside until 11pm. Cllr Mel Carr said that whilst all Cllrs acknowledged that the Manor House is a lovely venue in a very well looked after building it was important to be mindful that once a premises licence is obtained that licence stays with the property regardless of whether the owner changes in the future so to be mindful the focus must be on the potential impacts from such an application. Cllr Mavis Wayman asked if residents would be more accepting of this application if the finishing time was not so late. Cllrs Will and Mel Carr said this was unknown. Cllr Julie Towler pointed out that the premises licence for Durham House states that all its residents need to be inside by 10pm. Cllrs agreed that all premises licences, whether new or variation, needed to be considered consistently and the views of the public taken into consideration.

**RESOLVED:**

- i) The Clerk to write a letter to DCC objecting to this application due to concerns regarding potential noise disturbance with a request that if such a licence is granted conditions are put in place to limit the number of times such events can take place during the year and finishing times, both indoor and outdoor, are stipulated to ensure consistency with those other properties nearby with similar licences. The letter to also request that Sedgefield Town Council is represented at DCC's Licensing Committee meeting when this application is considered.**
- ii) Cllr Mel Carr to represent Sedgefield Town Council at DCC's Licensing Committee meeting when this application is considered.**

Cllr Gloria Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and had any members of the public and/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 of Meetings) Act 1960).

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

**8.1 Tractor Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Tractor Recommendation Report by the Finance Working Group which was duly considered and a decision made.

**8.2 Parish Hall Main Hall Hearing Loop Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Main Hall Hearing Loop Recommendation Report by the Estates Working Group which was duly considered and a decision made.

**8.3 Parish Hall Main Hall Sound System Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Main Hall Sound System Recommendation Report by the Estates Working Group which was duly considered and a decision made.

**8.4 Renewal of Service Level Agreement between Spennymoor Youth & Community Association and Sedgefield Town Council (email and attachment from Mr Wayne Gibson dated 18<sup>th</sup> July 2018):**



Prior to the meeting the Clerk had circulated to all an email from Mr Wayne Gibson of the Spennymoor Youth & Community Association along with an attached SLA renewal form. Additional information was requested by Cllrs and this matter deferred to the Community Development & Engagement Committee meeting on Monday 17<sup>th</sup> September 2018.

The Chair thanked everyone for attending and closed the meeting at 9.26pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **SEPTEMBER ENVIRONMENT** of  
the **Council** held at 7 p.m. in the **Council Offices**, Sedgefield, on  
**Monday 17<sup>th</sup> September 2018.**

**Present**            **Cllr. Alf Walton (Chairman)**  
**Cllr. Mark Cant (Vice-Chairman) and**  
Cllrs. Allan Blakemore, Ann Carr, Mel Carr, Alda Hummelinck, Julie Towler, Alfred  
Walton, Fiona Warrand and Mavis Wayman

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

**1. Apologies:**

Cllrs. David Brown, Leo McCormack, Gloria Wills, Vanessa Carmichael and Chris Lines.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Tractor Maintenance Report:**

A recommendation from the Finance Working Group for the purchase of a new tractor was considered and agreed at the P&R Committee meeting on 10<sup>th</sup> September 2018.

**RESOLVED:**

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

**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 the 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 received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.4 The Crosshill:**

At the Estates Working Group meeting held on 30<sup>th</sup> July 2018 the Group agreed it's priorities for 2018/19. Consideration of a programme for enhancement of the central village green area is not one of the priorities for the Group in this financial year, however, this matter will remain on the Group's list of work for the future.

**RESOLVED:**

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

### **3.5 Location of Stones/Boulders:**

This is not one of the Estates Working Group's agreed priorities for 2018/19. Quotations are currently being sought for potholes in this locality. The Estates Working Group to keep Cllrs updated on this matter. Cllr Alf Walton said he would raise the issue of potentially placing larger boulders on the corner points of the road around the village green at the next Estates Working Group meeting.

**RESOLVED:**

**To receive the information.**

### **3.6 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, with copies of this also being sent to both County Cllrs for information. Feedback is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.7 Village Greens:**

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 areas of village green and that if any property is in doubt about this they should contact the Town Clerk. This letter also included a polite reminder about not permitting glass glasses and bottles outside their licensed premises. A response is now awaited. Cllr Allan Blakemore agreed to raise this matter at the next Pub Watch meeting. The Clerk and Cllr Allan Blakemore to keep Cllrs updated on this matter. Cllr Blakemore reported that he had not raised this matter at recent Pub Watch meetings as there had been no DCC Licensing representative in attendance at the meetings. Cllr Blakemore suggested that instead the Clerk send a letter to DCC Licensing asking them to remind licensed premises in the Town regarding not permitting glass glasses and bottles outside of their premises. Cllrs agreed.

#### **RESOLVED:**

**The Clerk to write to DCC Licensing in accordance with the Town Council's wishes.**

### **3.8 Station Road Playing Field:**

The Clerk has requested from Mr Simon Longstaff of DCC a copy of the ecology report produced following recent vertidrainning at Station Road Playing Field. A response is now awaited. Cllr Alf Walton asked if the report had subsequently been received from DCC and the Clerk confirmed that no report had been received.

The Clerk has written to Mr Neil Carter of DCC requesting information on the potential of implications of village green status for Station Road Playing field upon the Town Council. A response is now awaited.

The Clerk to keep Cllrs updated on these matters.

#### **RESOLVED:**

**To receive the information.**

### **3.9 Public Participation:**

The Clerk has reported to DCC Mrs Mildred Howell's request for the dog bin along West Park Lane to either be emptied more regularly or replaced by a larger bin. In addition, the Clerk has also reported Mrs Howell's concern that there is no longer a waste bin between Barclays Bank and the shop opposite the Lane. A response is

now awaited. The Estates Working Group is now undertaking an audit on the state of all bus shelters in the Town to then identify what work is required. The Estates Working Group to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.10 Bollards at Winterton Park:**

The Clerk has submitted a request to DCC Officers to progress the recommendation of installing two metal bollards between the houses allowing ample space for pushchairs etc to gain access. A response is now awaited. Once a date has been arranged for such a meeting an invitation will be extended to all Cllrs.

**RESOLVED:**

**To receive the information**

**3.11 Bins outside The Pickled Parson of Sedgefield:**

The Clerk has forwarded to DCC's Environmental Health and Licensing Departments copies of the photographs showing the bins outside The Pickled Parson and asked them to investigate the matter. A response is now awaited from DCC Neighbourhood Wardens. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information**

**3.12 Bins outside the Pizza Castle:**

The Clerk has written to the owner of the Pizza Castle enclosing a copy of the photographs asking them to investigate the matter of open bins and provide a response. A response is now awaited. The Clerk to keep Cllrs updated on this matter. Cllr Alf Walton reported that he had recently seen the lids to these bins open.

**RESOLVED:**

**To receive the information**

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

The Clerk has written a letter to the resident concerned requesting that they are considerate when parking their vehicle so as not to damage the village green. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Cherry Tree, Station Road Playing Field:**

This tree has now been felled and removed from Station Road Playing field.

**RESOLVED:**

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

**3.15 Plot 1 Butterwick Road Allotments:**

The Allotment Rules and Regulations are being updated following the recent Estates Working Group meeting on 12<sup>th</sup> July 2018 and a report will be presented to the P&R Committee meeting on 10<sup>th</sup> September 2018.

**RESOLVED:**

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

**3.16 Public Participation:**

Concerns regarding the old heated wall have been reported to Livin and DCC's Conservation Officer made aware. Both have also been asked to investigate and confirm who owns this wall. Responses are now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 RoSPA Play Report – Eden Drive Play Area:**

A response is still awaited from Mr Barrie Alderson of DCC. The Clerk has issued to him a follow-up reminder. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.18 Bollard Removal – Junction of High Street TS21 3BS/ North End TS21 2AU:**

DCC Highways confirmed this bollard was replaced on 28<sup>th</sup> July 2018.

**RESOLVED:**

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

**3.19 Overgrown Trees Back of Ceddesfeld Hall:**

The Clerk has written to County Cllr John Robinson requesting precise locations. A response is now awaited. The Clerk to keep Cllrs updated on this matter. Cllr Alf Walton asked if there had been any further update. The Clerk confirmed that no further information had been received.

**RESOLVED:**

**To receive the information.**

**3.20 Church Yard Overgrown Ivy:**

The Clerk reported the Council's Gardener has begun work to clear ivy from St Edmund's church yard which is overgrown and encroaching onto the nearby Social Club. Work is on-going. Cllr Alf Walton reported that the Bloom Group have expressed concern regarding a line of tree stumps near this locality where the roots are still live and could compromise the church wall. AW Treecare have recommended spray be applied to kill off these stumps and this would be applied at the same time that work is being performed on trees in the grounds of Ceddesfeld Hall.

**RESOLVED:**

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

**3.21 Public Participation:**

Mrs Frances Tee has informed the Clerk that she has, as advised, submitted to DCC a Freedom of Information request in order to try to identify who reported concerns regarding her property to DCC Planners. Mrs Tee has now informed the Clerk that she has received a letter from DCC informing her that they cannot disclose the information she has requested, i.e. the name of the person who made the initial report, for data protection issues. The Clerk is now speaking to DCC Officers for clarification.

Concerns regarding dog fouling in the Town have been reported to DCC's Neighbourhood Wardens for their investigation. A response is now awaited. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.22 Land at Mitford Court:**

The Clerk has not yet received from Mr Simon McGinnety (DCC's Tree Officer) his report regarding the state of trees on land at Mitford Court following an on-site meeting held on 5<sup>th</sup> July 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.23 Central Village Green Issues – The Pickled Parson**

The Town Council's solicitor issued, as requested, a letter to Parker Barras regarding The Pickled Parson's benches, seats and trees on village green. This matter was discussed further at the Town Council's Special Meeting held on 13<sup>th</sup> August 2018.

**RESOLVED:**

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

**3.24 14 The Square:**

The Clerk has written to Riley Langdon Solicitors and confirmed that the land identified is owned by the Town Council as village green and that the owner of 14 The Square has never been asked to make a contribution towards maintenance of that land.

**RESOLVED:**

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

**3.25 Land at Lizards Farm, Sedgefield:**

The Clerk has informed Ms Karen Easton of DCC that the Town Council has no objections to this land being declared as surplus by DCC and being sold.

**RESOLVED:**

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

**3.26 Town Council Trees:**

The Clerk has forwarded to Mr Simon McGinnety of DCC a copy of Mr Peter Howarth's email and accompanying photographs.

**RESOLVED:**

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



**3.27 Overhanging Tree 5 Hesledon Grove:**

The overhanging branch from Station Road Playing field to 5 Hesledon Grove has now been cut down.

**RESOLVED:**

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

**3.28 DM/18/01469/AD – land north east of Stockton Road:**

Cllr Mel Carr attended DCC's Planning Committee meeting on 19<sup>th</sup> July 2018 representing the Town Council and updated Cllrs updated via the September 2018 Monthly Meeting agenda.

**RESOLVED:**

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

**3.29 County Durham Plan:**

A joint meeting with the SVAG took place on 24<sup>th</sup> July 2018 and a response to the County Durham Plan's Preferred Options consultation exercise was submitted on 1<sup>st</sup> August 2018. The Clerk to keep Cllrs updated on this matter view the Monthly Meeting agenda.

**RESOLVED:**

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

**4. Public Participation:**

The Chair, Cllr Alf Walton, closed the meeting for public participation.

Mrs Julia Bowles asked if the Town Council had any update regarding the retrospective planning permission relating to the colour of The Cornerhouse. Mrs Bowles felt that DCC were sitting on this application rather than make a decision on it or undertaking enforcement action. Cllr Mel Carr replied the Town Council did not have any update regarding this matter, however, he had looked at the DCC planning portal earlier that day and it was stated that in relation to this application DCC had not yet made a decision. Mrs Bowles commented that when Hardwick Hall were originally granted a licence for their Hardwick Live event the Chair of the Licencing Committee had recommended that the Hall's managers met with the Town Council six weeks before the event and six weeks after the event to discuss pre and post event issues. Mrs Bowles noted that such meetings had not taken place for many years and suggested the Town Council may want to consider requesting such a meeting take place as

she felt that there was an issue relating to people management at this year's event with residents leaving the Hall and walking across the fields to return to the Town.

Mr Ean Parsons, owner of The Manor House, wanted to make the Town Council aware of his New Premises Licence application which is currently open to public consultation. Mr Parsons said he was well aware of the issues in Sedgefield currently relating to various licensed premises. He explained the purpose of his application was to improve The Manor House's offer to host weddings, the income from which improves the viability of the building. The paperwork to complete for such a licence request is complicated and can give the wrong impressions to readers as to what is actually being requested. For this reason Mr Parsons wanted to reassure the Town Council that whilst the application appears to request that The Manor House's entire outdoor area is to be used to host all activities this is not the case and only a small outside area is to be used. The activities would be restricted to 6 per year with a Management Plan being prepared for each event ensuring that people were inside the premises by 10.30pm. Alcohol sales outside would stop at 10.15pm. There would not be any live music, amplified music or plays performed outside, these would be indoor activities only. Mr Parsons expects that if the licence was granted it would be done with accompanying restrictions which he would happily abide by. The new licence also includes the development of a cellar bar. Mr Parsons concluded that The Manor House is not a public house and reiterated the purpose of the licence would be to primarily support weddings. Mr Parsons understood residents' concerns and had liaised directly with residents to try to allay their concerns. Cllr Alf Walton thanked Mr Parsons for his clarification and taking the time to attend the meeting.

Mr Howard Smith, on behalf of Sedgefield Social Club, expressed his thanks to the Town Council and its Gardener for the work being undertaken to remove the overgrown ivy from St Edmund's Churchyard which was encroaching on the back of the Club's property.

The Chair thanked members of the public for their comments and re-opened the meeting.

## **5. Reports:**

### **5.1 Northumbria In Bloom Judging Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom Judging Update. The Clerk confirmed the Town Council would be represented at this year's Awards Ceremony by Cllr Mel Carr and the Gardener who would accompany members of Sedgefield In Bloom to the event on Wednesday 26<sup>th</sup> September 2018.

**RESOLVED:**

**To receive this information.**

**5.2 Parking in Sedgefield Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Parking In Sedgefield Update Report. The Clerk made Cllrs aware of the fact that she had forwarded to DCC Officers several requests to schedule the next meeting required in October 2018 and was frustrated by the lack of response when it was obvious from comments from the public and items to be considered later under the correspondence element of the agenda that parking was a very real issue in the Town. Cllr Mark Cant noted that the Report detailed several areas of concern in the Town to which DCC Enforcement Officers had been requested to attend and monitor activity. He requested the Clerk make DCC Enforcement Officers aware of parking problems along Racecourse Road, particularly the area with double yellow lines and hedging.

The Clerk reported that Cllr Gloria Wills suggested the Town Council consider a residents parking or similar scheme and noted that parking enforcement services were something being suggested by a company to be considered under agenda item 6.5. Cllrs agreed that the potential for such a scheme be considered as part of the ongoing discussions with DCC Officers and be raised at the next meeting with them.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to continue to request a meeting date in October 2018 and keep Cllrs updated on this matter.**

**iii) The Clerk to make Mr Danny Harland of DCC aware of the parking problems along Racecourse Road, Sedgefield.**

**6. Correspondence:**

**6.1 Town and Parish Allotment Consultation (email from Mr Steve Ragg, CDALC dated 23<sup>rd</sup> July 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 23<sup>rd</sup> July 2018 detailing a Town and Parish Allotment Consultation being undertaken by DCC. It was acknowledged by Cllrs that the Town Council successfully provides 44 allotment plots. Cllrs were reminded by Cllr Mel Carr that work is currently on-going via the Town Council's solicitor to oversee the purchase of the Butterwick Road allotments from DCC. Due to the current status of allotments within Sedgefield and the lack of any further sites able to be obtained from DCC,

Cllrs did not wish to participate in this consultation exercise.

**RESOLVED:**

**To receive this information.**

**6.2 Speeding Cars on Durham Road (email from Ms Julie Thomas dated 27<sup>th</sup> July 2018):**

Prior to the meeting the Clerk had circulated to all an email from Ms Julie Thomas dated 27<sup>th</sup> July 2018 in which she expressed her safety concerns regarding speeding cars along Durham Road. Ms Thomas, a lollipop lady, has spoken to her line manager, a DCC Area Road Safety Officer, who had suggested she contact the Town Council to request a community speed watch visit. Cllrs expressed their concerns regarding the efficiency of the current traffic calming measures on this road.

**RESOLVED:**

**i) The Clerk to liaise with Mr Joe McKenna and Mr Alan Patterson of the Neighbourhood Watch Group to determine if a community speedwatch group could monitor this area with the local Police and provide the Town Council with an update.**

**ii) The Clerk to write to DCC Highways plus County Cllr John Robinson and David Brown to request that they also investigate these concerns as well as review the efficiency of the current traffic calming measures on Durham Road and provide the Town Council with an update.**

**iii) The Clerk to update Ms Thomas of the actions taken.**

**6.3 Woodland Management of DCC Woods (email from Mr Steve Ragg, CDALC dated 14<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 14<sup>th</sup> August 2018. This had detailed a consultation exercise being run by DCC relating to the management of its woodland. Subsequently to this the Clerk had circulated electronically to all Cllrs a further email from Ms Sue Mullinger of DCC which provided information specifically to DCC owned woodland in Hardwick Park (ref 104a and 104b) plus Hurworth Burn Railway Path and requested feedback by 26<sup>th</sup> September 2018. Cllrs did not have any comments or objections to the proposals made.

**RESOLVED:**

**The Clerk to inform Ms Mullinger of DCC that Sedgefield Town Council do not**

**have any comments or objections regarding the proposals being made for the management of their woodland.**

**6.4 Outdoor Concert at Hardwick Hall Sedgefield 18<sup>th</sup>-19<sup>th</sup> August 2018 (letter from Mr Roy Smeeton dated 23<sup>rd</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Roy Smeeton dated 23<sup>rd</sup> August 2018 in which he detailed his concerns regarding the recent Hardwick Live event. The Clerk pointed out that this was a letter which Mr Smeeton had sent directly to DCC's Licensing Department and had wanted to share a copy with Town Councillors for their information.

Cllr Mark Cant reminded all Cllrs of the importance of individuals contacting DCC's Licensing Department directly on such matters to inform them that they had been disturbed by noise. DCC will in turn direct that person to the relevant section of their website for the procedures to then follow. Cllr Mel Carr said the comments in Mr Smeeton's letter shows there are problems when music is played outside and reminded all that several licensed premises within the centre of the Town have now been granted licenses which allow them to play music outdoors and there is the potential for a worrying cumulative effect of such actions. Cllr Cant agreed reiterated why it was therefore important that each premise had the correct licence regardless of property ownership as if a premises was sold the licence would remain.

**RESOLVED:**

**To receive this information.**

**6.5 Partnership Working Re: Enforcement Services (email from Ms Elizabeth Gildersleeves, Ferryhill Town Council dated 30<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Ms Elizabeth Gildersleeves of Ferryhill Town Council dated 30<sup>th</sup> August 2018. Ferryhill Town Council are considering entering into an agreement with a private company to assist with a range of enforcement of environmental issues and were seeking views of local Town/Parish Councils as to whether they would also be interested in entering such an agreement.

Lengthy discussion took place regarding this matter with many Cllrs expressing their frustration that as a result of very minimal enforcement action being undertaken in the Town by DCC and the Police this has exacerbated a number of problems being seen in the area, most notably in relation to parking and dog fouling. Cllr Mark Cant

proposed that further information be requested from the private company to ascertain potential costings and determine what their attendance would be in the Town if their services were used. Cllr Allan Blakemore disagreed stating that if the Town Council were to employ the services of such an organisation this would be a form of double taxation as the Town Council, and residents of Sedgefield, were already paying DCC and the Police to provide enforcement services through their payment of Council Tax. He believed that the real issue was that DCC and the Police have steadily been reducing the enforcement services they provide whilst still taking money for the provision of such. Cllr Mel Carr agreed and said that the real issues being experienced in the Town were as a result of reduced DCC and Police resources for which the Town Council should continue to complain and not take on additional costs by obtaining services for elsewhere and paying multiple providers of the same services. Cllr Alda Hummelinck asked what enforcement powers a private company would have and if they were able to issue fines. Cllr Mel Carr said he understood that such companies could not issue fines.

**RESOLVED:**

- i) Not to proceed with the offer being made by Ferryhill Town Council but instead to continue to lobby DCC and the Police regarding enforcement action which is needed in the Town.**
- ii) The Clerk to update Ms Gildersleeves.**

**6.6 Concern/gravestone subsidence/Butterwick Road Cemetery (email from Ms Monica Waters dated 29<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Ms Monica Waters dated 29<sup>th</sup> August 2018 in which she detailed her believed concerns regarding family graves at Butterwick Road Cemetery as well as points regarding the area generally. Cllrs disagreed with Ms Waters comments but agreed to keep them on file.

**RESOLVED:**

**To note Ms Waters comments.**

**6.7 Church Turning Circle (email from Mr Brian Mutch dated 5<sup>th</sup> September 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Brian Mutch dated 5<sup>th</sup> September 2018 in which he expressed the concerns of St Edmund's Church regarding the current situation in relation to parking on the Church Turning Circle. This matter was discussed. Cllr Julie Towler suggested that a no overnight parking sign be erected and Cllr Alda Hummelinck suggested that all parking be stopped on the

Turning Circle. The Clerk questioned how the Town Council would enforce such actions. Cllr Mel Carr suggested the Town Council reply to Mr Mutch thanking him for his email and informing him that the Town Council are aware of the parking issues facing the Town and indeed have challenged several planning application from within Sedgfield which will exacerbate further these problems. Unfortunately in many instances even when DCC Highways Officers have objected to such applications, such as that relating to the former Hope Inn, DCC Planning Officers have granted permission. Currently the Town Council is objecting to a planning application relating to Number 4 Church View on the grounds of additional parking problems which would be generated and the outcome of this permission is now awaited. It cannot be assumed that all vehicles parking on the Turning Circle relate exclusively to The Pickled Parson as some could be from residents, visitors and employees at any one of the significant number of businesses operating within the Town. Historically the whole of the Crosshill was a car park but now there is a need to achieve a delicate balance to ensure the Turning Circle area of the Town is not abused. The Town Council are in active and on-going discussions with Durham County Council Parking Officers, both from a design perspective as well as an enforcement perspective, in order to try to identify potential solutions for the Town to ensure that it is able to accommodate the needs of residents, businesses, community facilities and visitors as part of being a thriving Town. Cllrs agreed with Cllr Mel Carr's suggestion.

**RESOLVED:**

**The Clerk to reply to Mr Mutch in accordance with the Town Council's wishes.**

**6.8 Ownership of Shrubs (email from Kris Hibbert dated 28<sup>th</sup> August 2018):**

Prior to the meeting the Clerk had circulated to all an email from Kris Hibbert dated 28<sup>th</sup> August 2018 questioning the ownership of shrubs in the alleyway from East Parade into the Town. They had reported this matter to DCC but been informed the land in question belonged to the Town Council. Cllr Alf Walton reported that he had investigated this area and confirmed that the shrubs were restricting access in this area. Cllr Mel Carr confirmed that this land does belong to DCC and whilst the Town Council could cut back these shrubs this would set a dangerous precedent and DCC should instead take responsibility for their own land. Cllr Mel Carr suggested that both local County Councillors be made aware of this issue and take this up with DCC on the resident's behalf whilst keeping the Town Council updated. All Cllrs agreed.

**RESOLVED:**

**i) The Clerk to write to County Cllrs John Robinson and David Brown regarding**

**this matter requesting that they investigate and report back to the Town Council.**  
**ii) The Clerk to update Kris Hibbert regarding the actions undertaken.**

**6.9 Fw: Har[d]wick Arms Sedgefield (email from Mr Brian Mutch dated 17<sup>th</sup> September 2018):**

The Clerk circulated to all copies of an email from Mr Brian Mutch dated 17<sup>th</sup> September 2018 relating to The Hardwick Arms in Sedgefield which he requested be shared with Town Cllrs and would welcome the views of Cllrs on this matter.

**RESOLVED:**

**Cllrs to forward their comments to the Clerk by no later than Friday 28<sup>th</sup> September 2018 in order that a response to Mr Mutch can be formulated.**

The Clerk reminded Cllrs that several items had been deferred from the previous week's Monthly Meeting (see items A1 and A4 below) plus P&R Committee Meeting (see item A3 below) as well as a request from Cllr Mark Cant to add an additional agenda item to update Cllrs on licensing matters relating to Sedgefield Racecourse.

**ADDITIONAL ITEMS:**

**A1: Current Planning Applications:**

**DM/18/02401/FPA – first floor rear extension, 4 Stockton Road, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/18/02522/LB – hand painted fascia sign and DM/18/02525/AD – fascia sign – both relating to 10 High Street, Sedgefield:**

Cllrs were pleased to note that this signage was in compliance with the "Shopfronts" guidance produced by DCC for properties within a Conservation Area. Whilst Cllrs did not have any objection to these applications there were disappointed to note that the signage was already in place before permission had been granted and requested the Clerk make the Planning Officer aware that this is yet another example of a retrospective application which defeats the object of the planning process.

**DM/18/02701/TPO – felling of 2 no Lawson Cypress (T51 and T52) protected by TPO SCB-13-2004 (Winterton Park South (13/2004)), 16 Millclose Walk, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/18/02717/VOC – variation of condition 2 of planning approval re: DM/18/01468/VOC relating to change in roof pitch, The Steading, Fishburn:**

Cllrs did not have any objection to this application.

**RESOLVED:**



**The Clerk to convey the above comments to DCC Planning Officers.**

**A2: Sedgefield Racecourse Licensing Matters Verbal Report by Cllr Mark Cant:**

Cllr Mark Cant circulated to all a short paper which he had produced detailing his concerns regarding a recent event held at Sedgefield Racecourse. Cllr Cant reminded all that a variation of premises licence took place in July 2015 which allowed Sedgefield Racecourse to hold outside events at increased levels of sound. Conditions were put in place to try to limit some of the disturbance. Condition 1e was put in place requesting the Racecourse communicate, four weeks prior to any licensable event involving the playing of live or recorded music, with the Town Council on the event proposal, the noise management plan, timetable, map and location of the stage area and speakers. This would include the location of monitoring points if required. Cllr Cant pointed out that this condition was not adhered to in 2016, inadequate information was given in 2017 and the condition not adhered to in 2018. Cllr Cant pointed out this conditions was to give fair warning of impending events which may impact on residents and to provide the Council with the opportunity to comment. He summarized that conditions are put on the licence and should be stringently observed by any licensee and that they are included for legitimate reasons and to help allay concerns. Cllr Cant confirmed that he had, as a private resident, contacted DCC's Licensing Department to ask why this condition was being ignored and confirmed that Ms Helen Johnson, DCC's Licensing Team Leader was due to meet with representatives from Sedgefield Racecourse on Tuesday 11<sup>th</sup> September 2018 to discuss this matter and would be in touch with Mr Cant and the Town Council after that date. The Clerk confirmed that to date there has been no correspondence from Ms Johnson. Cllrs agreed that it was essential that conditions set in licences must be adhered to and that a meeting should be requested with Ms Johnson of DCC to discuss this matter.

**RESOLVED:**

**The Clerk to request a meeting with Ms Helen Johnson, DCC's Licensing Team Leader regarding Sedgefield Racecourse's licence and to invite Cllrs.**

**A3: Cemetery Lodge – Invoice Payment Approval:**

The Clerk reported that as requested she had liaised with Dowens Estates Agents who had confirmed that exact meter readings for both gas and electricity had been submitted to npower when the previous tenants vacated and the new tenant arrived.

**RESOLVED:**

**The npower invoice be paid and the Clerk to query with npower why an estimated bill has been provided when actual readings had been supplied.**

**A4: The Cornerhouse and The Pickled Parson – Section 35 Determination of An Application For The Variation Of A Premises Licence – 7<sup>th</sup> September 2018:**

The Clerk reported that earlier that day she had electronically sent to all the Section 35

Determination of An Application For the Variation Of A Premises Licence notices for both The Cornerhouse and The Pickled Parson, both of Sedgefield, following DCC's Statutory Licensing Sub-Committee hearing on Friday 7<sup>th</sup> September 2018. Cllr Mel Carr requested the Clerk send to the Council's Solicitor a copy of the new licensable area relating to The Pickled Parson to keep him updated regarding this matter. Cllrs agreed.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to share with the Council's solicitor a copy of The Pickled Parson's new licensable area.**

The Chair thanked everyone for attending and closed the meeting at 8.28pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL



## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **SEPTEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 17<sup>th</sup> September 2018.**

**Present**

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

Cllrs. Mark Cant, Ann Carr, Mel Carr, Alda Hummelinck, Julie Towler, Alf Walton, Mavis Wayman and Fiona Warrand

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. David Brown, Chris Lines, Leo McCormack and Gloria Wills

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Sports Hub Presentation:**

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

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

The Clerk has requested a meeting between between Mr Stephen Reed and the Butterwick Road Cemetery Working Group on 10<sup>th</sup> September to consider the potential for accessing S106 monies towards the cost of the cemetery expansion project. The Clerk reminded all Cllrs that this matter had been discussed at length at the previous week's P&R meeting and it had been agreed to prepare and submit a S106 application form for this work. This particular matter will now transfer to the P&R agenda.

**RESOLVED:**

**To receive the information.**

**3.2 Involving The Public:**

The Policy Records & Management Working Group to consider potential future public meetings plus their format and timings at its next meeting on 27<sup>th</sup> September 2018.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.3 Battles Over:**

The SCA are planning a series of events during 2018 to commemorate the centenary of the end of World War One. Cllr Allan Blakemore to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Sedgefield Youth Club – Co-op Local Community Funding Application:**

No further feedback has yet been received. The Projects & Media Co-ordinator to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 Public Participation:**

The Policy & Records Management Working Group to consider publishing draft minutes on the Council's website when they next meet on 27<sup>th</sup> September 2018.

**RESOLVED:**

**To receive the information.**

**3.6 Terrace Hill Funding:**

The Clerk has written to both Sedgefield Bowling Club and Sedgefield Harriers informing them that their extension for claiming their respective Terrace Hill funding allocations is extended until 30<sup>th</sup> November 2018 and if it is unclaimed by that time

they will be requested to supply a further written progress update to the Community Development & Engagement Committee. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 War Memorial:**

The War Memorial has now been repaired in accordance with the Town Council's instruction. The Clerk informed Cllrs that the Estates Working Group are currently obtaining quotes for the painting of the fencing surrounding the war memorial.

**RESOLVED:**

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

**4. Public Participation:**

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

**5. Reports:**

**5.1 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 reminded all that it had been agreed at the Council's P&R Committee meeting the previous week to defer consideration of the Council's renewal of its SLA with Spennymoor Youth and Community Association for the 2018/19 academic year until Cllr Julie Towler, Chair of Sedgefield Youth Club's Management Committee, had been able to prepare a report recapping on the Club's last year and plans for the future.

Cllr Towler reported that earlier that evening she had attended a Sedgefield Youth Club Management Committee meeting which had been attended by two of the Youth Workers who deliver youth club sessions. It had been noted that membership of the youth club had dwindled but it was felt that this was due to a lack of resources. Young people had identified a wish list of resources they would like and many had already now been purchased thanks to funding secured from local County Cllrs. An xbox and PS4 are still to be purchased but this will take place following the next Estates Working Group's meeting at which a decision is required regarding wifi in the Parish

Hall. The Youth Club have also been proactive in raising their own funds and held a coffee morning in August which raised £155. They have expressed an interest in being involved in the Snow Party and potentially the Halloween Howler. There is also the possibility of them raising funds by providing refreshments at the forthcoming Sew Easy's fashion show. Currently a design a logo competition is being run through both the Town's primary schools which will be judged by Mr Neil Edmondson who will then print the winning logo for future use. The Youth Club will write an article in the November 2018 Sedgefield Extra. The Youth Club are using money tracker to keep a record of their finances as well as a scrap book of their achievements. Cllr Towler concluded by recommending the SLA with Spennymoor Youth and Community Association be renewed.

Cllr Mark Cant informed all that through the Banks Group there is £10,000 of unallocated money which groups can bid for and suggested the Youth Club may wish to consider this. The Clerk confirmed that documentation had been received and shared with the Club. Cllr Towler confirmed that such funding is available for specific projects rather than funding something already in existence or towards running costs, however, should a project be identified in the future this would be an option to explore. The Clerk reported that the Youth Club are going to make a request to the Community Chest in the near future.

**RESOLVED:**

**To renew the Council's SLA with Spennymoor Youth and Community Association for the 2018/19 academic year.**

**5.2 November 2018 Annual Fireworks Display Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a November 2018 Annual Fireworks Display Update Report. The Clerk reported that since the production of the report she plus Cllrs Alf Walton and Allan Blakemore had met with Mr Jitu Desai of G2 Fireworks to confirm timings for this year's event. Liaison work with local schools is now underway so that publicity materials can start to go on display/be issued from the week commencing 24<sup>th</sup> September 2018. The next Fireworks Working Group meeting will take place on Monday 24<sup>th</sup> September 2018 at 11am.

**RESOLVED:**

**To receive the information.**

**5.3 Snow Party 2018 Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Snow Party 2018 Update Report by the Projects & Media Co-ordinator detailing what work had been undertaken to date for this year's event. Cllr Mel Carr confirmed that he had spoken to Mr George Smith, electrician, who had confirmed that he would check the Town Council's lights around trees on the village green prior to the event plus be in attendance to oversee the actual Christmas lights switch on which will take place on the evening of the Snow Party. The Clerk thanked Cllr Mel Carr and will issue a letter of confirmation to Mr Smith plus remind him that power will be needed on the green during the day for the purpose of playing music.

**RESOLVED:**

**To receive the information.**

**5.4 Public Engagement Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Public Engagement Update Report which detailed the rota of volunteer Cllrs from October 2018 – April 2019 who will be available to meet with members of the public. The Clerk reported that wording to promote these events is being prepared by Cllrs Hummelinck, Lines and Blakemore and will then be disseminated through the residents database, website and Twitter. Cllr Hummelinck confirmed that wording has now been agreed. The Clerk requested that if other Cllrs wished to be involved in this rota they liaise directly with Cllrs Hummelinck, Lines and Blakemore.

Cllr Allan Blakemore reported that he would be bringing a recommendation report to the November 2018 Community Development & Engagement Committee meeting containing his suggestions as to how the Town Council's Annual Town Meeting in May could be enhanced to attract greater community involvement. Cllr Julie Towler suggested that the Girl Guides could provide non-alcoholic refreshments at such an event.

**RESOLVED:**

**To receive this information.**

**5.5 Draft Grant Funding Policy Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Draft Grant Funding Policy Report by the Projects & Media Co-ordinator. Attached to this report was a Draft Policy. The recommendation within this report was to obtain feedback from Cllrs on the Draft

Policy. The Clerk requested that if no Cllrs had any feedback then they provide this to the Projects & Media Co-ordinator by Friday 28<sup>th</sup> September 2018 at the latest. Feedback would be considered so that a recommended draft could be presented to a future P&R Committee meeting for adoption.

**RESOLVED:**

- i) Cllrs to forward to the Projects & Media Co-ordinator their comments on the Draft Grant Funding Policy by no later than Friday 28<sup>th</sup> September 2018.**
- ii) The Clerk and Projects & Media Co-ordinator to consider feedback and revise the Policy accordingly so that a recommendation can be presented to a future P&R Committee meeting.**

**5.6 Town Council Coach Trip Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trip Report. The Clerk confirmed that ticket sales are going well with publicity material now displayed across the Town and on the Council's website.

**RESOLVED:**

**To receive this information.**

**6. Correspondence:**

**6.1. Poppy Netting (email from Mrs Jackie Postgate MBE dated 17<sup>th</sup> September 2018):**

The Clerk circulated to all an email from Mrs Jackie Postgate MBE dated 17<sup>th</sup> September 2018 in which she was seeking the Town Council's permission for the Girl Guides to create and display hand made poppies on a temporary basis on the wooden bench opposite Number 4, the bench which is sponsored by the Girl Guides. Cllrs wholeheartedly supported this request and wished the Girl Guides well with this initiative.

Cllr Mavis Wayman, Mayor of Sedgefield, asked Cllr Julie Towler if the Girl Guides would be willing to make additional poppies for her to use as table displays for her luncheon charity fund raiser in Sedgefield Parish Hall on Saturday 10<sup>th</sup> November 2018. Cllrs Wayman and Towler to work together on this matter.

**RESOLVED:**

**The Clerk to inform Mrs Postgate that the Town Council fully support her request for a poppy display on the Girl Guides bench from Saturday 3<sup>rd</sup>**



**November to Saturday 17<sup>th</sup> November 2018.**

The Chair thanked everyone for attending and closed the meeting at 8.55pm.

APPROVED