

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **FEBRUARY**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
11th February 2019

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Vanessa Carmichael, Fiona Warrand and Alf Walton.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly meeting held Monday 14th January 2019:

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

b. Minutes of the P&R committee held Monday 14th January 2019:

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

c. Minutes of the Environment committee meeting held Monday 21st January 2019:

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

d. Minutes of the Community Development & Engagement committee meeting held Monday 21st January 2019:

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

e. Minutes of the Personnel Committee meeting held Monday 28th January 2019:

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

f. Minutes of the Estates Working Group meeting held Monday 28th January 2019:

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

RESOLVED:

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

4. Matters of Information:

4.1 Proposed Diversion of Public Footpath 16 Sedgefield:

Mr Owen Shaw of DCC confirmed on 8th November 2018 that he had contacted the applicant Taylor Wimpey and requested an update on the proposed diversion of Sedgefield Footpath 16 across their site off Eden Drive. Mr Shaw agreed to keep the Town Council informed of any updates received. No further update has yet been received.

Cllr Stephen Winter reported to the Clerk on 10th December 2018 his concerns that Taylor Wimpey have already completed the base footpath exit to the original exit into Eden Drive and asked this update be shared with Mr Owen Shaw. The Clerk shared this information. Mr Owen Shaw replied on 14th December 2018 stating the base footpath described by Cllr Winter would form part of a path which he understood Taylor Wimpey had already received planning approval for. Mr Shaw confirmed he had re-contacted Taylor Wimpey and they have again been made aware of the Town Council's objection to their proposal. Mr Shaw is still awaiting to hear about how they would like to proceed with the diversion of Sedgefield footpath no 16 and will get back in touch with the Clerk when any further update is received.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.2 Dates of Meetings:

The Council's agreed 2019/20 programme of Committee meetings has now been published on the Council's website and displayed in Council offices and Town notice board.

RESOLVED:

To receive this information and to close this matter.

4.3 EDRC AAP Board Meeting:

Cllr Mel Carr is to feed comments made by Cllr Gloria Wills back to the EDRC AAP's next Board Meeting at Cassop Community Centre on Thursday 7th March 2019. Cllr Mel Carr to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.4 Current Planning Applications:

The Clerk had forwarded to DCC Planning Officers comments on applications 1-5.

Planning applications DM/19/00008/FPA and DM/19/00054/HRN were discussed at the Environment Committee meeting held on 21st January 2019.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all the dates of all meetings in February 2019 as well as civic events from January – March 2019.

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 Liz Mitchell submitted apologies on behalf of Mrs Julia Bowles. Mrs Mitchell requested the current position regarding the external colour of The Corner House. Cllr Mel Carr replied that the last planning application regarding this matter had been refused by DCC some time ago and no further information has been issued. Cllr Mel Carr confirmed that this matter is now in the hands of DCC. The Clerk suggested that County Cllr David Brown be asked to investigate this matter. Cllr Brown agreed. Mrs Mitchell expressed disappointment that the January 2019 draft minutes and February 2019 agendas were not on the Town Council's website. The Clerk replied that these items had been sent to the Council's website provider on Monday 4th February 2019 and would investigate this matter.

Mr Howard Smith reported that he had become aware that a letter from DCC had been sent to a resident at Rectory Row detailing proposed white lines to create three parking bays. Accompanying this letter had been a map which only showed two parking bays. When the resident had phoned DCC he had learned that such bays would not be in an enforceable

area and had questioned the value of this exercise. Mr Smith expressed his concern at contradictory information being sent out. Cllr Mel Carr noted Mr Smith's comments and said that parking in Sedgefield and parking proposals received earlier that day would be considered at the Council's Environment Committee meeting on Monday 18th February 2019. The Clerk pointed out that the public consultation exercise is being run by DCC and it was essential that any feedback went directly to DCC so that it could be considered by their Officers leading on this matter.

Ms Audrey Hodgson expressed her concern regarding the sizeable derelict house on Butterwick Lane at which she has witnessed vandals entering the property causing vandalism and setting fires. Ms Hodgson would like to know who is responsible for this property as she understood the builders were unknown. Cllr Mel Carr replied that this is a matter for DCC as the Planning Authority and urged Ms Hodgson to contact them directly to express her concerns. The Clerk also suggested that Ms Hodgson report this matter to the Police and Fire Service. The Clerk also suggested that County Cllr David Brown be asked to investigate this matter. Cllr Brown agreed.

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

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chairman's Report.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The Mayor, Cllr Mavis Wayman, reported that in her role as President of the Twinning Association she had attended their AGM held on Saturday 9th February 2019. She had not attended any civic functions since the last Monthly Meeting as her focus had been upon preparing for her forthcoming Mayor's Charity Ball at the Hardwick Hall Hotel on Friday 1st March 2019.

RESOLVED:

To receive this information.

8. External Reports:

8.1 County Cllrs Report:

The Clerk circulated to all a report received earlier that day from County Cllrs John Robinson and David Brown providing an update on current DCC work and their respective roles.

RESOLVED:

To receive this information.

8.2 East Durham Rural Corridor Area Action Partnership Board Meeting Key Message: (5th February 2019):

The Clerk circulated to all the Key Messages from the East Durham Rural Corridor Area Action Partnership Meeting held on 5th February 2019 at Kelloe Primary School.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 County Durham Plan (consultation email from Mr Stuart Timmiss, DCC dated 24th January 2019 and email from Mr Steve Ragg, CDALC dated 31st January 2019):

In addition to circulating the above information to all Cllrs prior to the meeting, the Clerk had also sent to all Cllrs as a reminder a copy of the Town Council's submission to the County Durham Plan Preferred Options 2018 exercise dated 1st August 2018. Cllr Gloria Wills reminded all that the submission from August 2018 had been a joint submission between the Town Council and SVAG and volunteered to co-ordinate a similar exercise in order to ascertain whether the concerns raised last year had now been reflected in the latest draft of the County Durham Plan. Cllrs agreed that this had been a worthwhile exercise and thanked Cllr Wills for her offer. The Clerk highlighted the consultation deadline is 8th March 2019. The Clerk was asked to liaise between Cllr Wills and Mrs Sarah Guest of the SVAG in order to set up a date/time/venue for such a meeting but that there was no need for her to be involved in the actual meeting. The Clerk confirmed that an invitation would be extended to all other Cllrs to be involved should they so wish. Cllr David Brown confirmed that in his role as County Cllr he had been provided with a hard copy of the latest County Durham Plan and associated documentation which he volunteered to give to Cllr Wills as a way of assisting in meeting discussions. Cllr Wills gratefully accepted this offer. Cllr Brown informed all

that whilst DCC had scheduled a series of public consultation events across the County in relation to the County Durham Plan it had been highlighted at the local AAP Board meeting that none were near to Sedgefield. As a result of these comments a further public consultation event had now been scheduled to take place Wednesday 27th February 2019 between 3pm – 6pm at Fishburn Community Centre.

Cllr Mel Carr said he had noted references to the need to protect the old railway line which is supposed to end at Ferryhill as part of the future transport area reference but that the map supplied by DCC showed this line actually stopped at the Ferryhill Ward Boundary. Cllr Wills said that she had noted the referenced travellers document was dated 2016 and would question if this had been updated.

RESOLVED:

A joint meeting be held between the Town Council and SVAG in order to prepare a joint submission in relation to the latest version of the County Durham Plan.

9.2 Stockton on Tees Borough Council Local Plan: Notice of Adoption (email from Economic Strategy & Spatial Planning dated 1st February 2019):

Prior to the meeting the Clerk had circulated to all the Stockton on Tees Borough Council Local Plan: Notice of Adoption documentation dated 1st February 2019.

RESOLVED:

To receive this information.

9.3 County Durham Housing Strategy Consultation (email from Mr Steve Ragg, CDALC dated 5th February 2019):

The Clerk circulated to all copies of an email from Mr Steve Ragg of CDALC dated 5th February 2019 providing an update from DCC's Spatial Policy Team regarding their current Housing Strategy Consultation.

RESOLVED:

This Strategy to be considered as part of the joint meeting agreed under agenda item 9.1.

9.4 Housing Strategy and Council Plan Consultation Event / Public Representative Vacancy (email from Ms Marie Ainscough, EDRC AAP dated 8th February 2019):

The Clerk circulated to all an email from Ms Marie Ainscough of the EDRC AAP dated 8th February 2019 which informed Cllrs of the additional public consultation event now to be held on Wednesday 27th February 2019 from 3pm-6pm at Fishburn Community Centre in relation to the County Durham Plan and Housing Strategy. Ms Ainscough also pointed out that a vacancy has now arisen for a public representative on the EDRC AAP Board with a closing date of 12 noon on Friday 22nd February 2019 for any interested candidates.

RESOLVED:

To receive this information.

9.5 Proposed BP and M&S Service Station, Sedgefield (email from Mr Robert Dibden, Lichfields dated 8th February 2019):

Earlier that day the Clerk had shared electronically with all Cllrs an email from Mr Robert Dibden of Lichfields inviting Town Cllrs to attend a preview of a public consultation event to be held on Thursday 14th February 2019 at the Manor House at which emerging plans for a new service station in Sedgefield, including a petrol filling station and M&S Simply Food store, would be presented.

Cllr Gloria Wills asked if a map had been provided explaining the location of this proposal. The Clerk confirmed that no map had been provided. Cllr Chris Lines said he believed the proposed site was on the Hardwick Park side of the Sandshall roundabout. Cllr Stephen Winter said that it was disappointing that such short notice had been provided for this event. He noted that the event had received limited publicity through social media prior to the invitation to the Town Council. Cllr Winter wondered if this was a ploy to restrict the number of people who would participate. Cllr Wills reminded all that pre-consultation with the Town Council is not an obligation at this and the Town Council would be a statutory consultee when/if any actual plans were submitted to DCC.

RESOLVED:

To receive this information.

9.6 Town and Country Planning Act 1990 – Planning Consultation: Variation of condition 2 of approval DM/15/00233/FPA as superceded by DM/16/00407/VOC relating to adherence to approved plans and Listed Building Consent relating to works within the grounds of The Impeccable Pig as a variation of planning

approval ref DM/17/01224/FPA – The Impeccable Pig, Front Street Sedgefield (letters from Mr Stuart Timmiss, DCC dated 7th February 2019):

The Clerk circulated to all two letters received from Mr Stuart Timmiss of DCC dated 7th February 2019 relating to variations of planning conditions regarding The Impeccable Pig in Sedgefield.

RESOLVED:

To consider these planning applications under agenda item 11 (planning applications 1-5).

10. The Sedgefield Plan:

10.1 The Sedgefield Plan Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report which confirmed the updated evidence base had been placed on the Plan's dedicated website and all documentation now sent from DCC to the Independent Examiner.

Cllr Mel Carr reported that the Independent Examiner had contacted DCC to point out that text from the Basic Conditions Statement was missing from the draft plan that was submitted. This should have been spotted by the Town Council before being submitted to DCC, and DCC should have spotted this before going out to Regulation 16 consultation. This omission is being rectified as a matter of urgency, and the Town Council is working with DCC to ensure that the statement is completely up to date in its references to strategic local policies. The Independent Examiner has agreed to suspend the examination to allow DCC to complete Regulation 16 consultation of the Plan with the full Basic Conditions Statement. As soon as that is done, he will resume the examination.

For information, Cllr Gloria Wills said she had noted the comments made during earlier Public Participation relating to white lining and parking bay proposals and reminded all of the content of page 79 paragraph 8 "Sedgefield: The Place To Do Business", the business support strategy of the neighbourhood plan, which she hoped that DCC Officers would take into consideration.

RESOLVED:

To receive this information.

11. Current Planning Applications:

The Clerk reported that during the time period between the last January 2019 Monthly Meeting and the issuing of February 2019 Committee packs no planning applications relating to Sedgfield, or immediate surrounding area, had been published by DCC.

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

DM/19/00307/FPA – change of use of domestic garage to storage in association with adjacent bar/bistro (retrospective), The Impeccable Pig, Front Street, Sedgfield

DM/19/00376/VOC - Variation of condition 2 of approval DM/15/00233/FPA as superceded by DM/16/00407/VOC relating to adherence to approval plans, The Impeccable Pig, Front Street, Sedgfield

DM/19/00377/LB – Listed Building Consent relating to works within the grounds of The Impeccable Pig as a variation of planning approval ref DM/17/01224/FPA, The Impeccable Pig, Front Street, Sedgfield

DM/19/00378/VOC – Variation of condition 2 of approval DM/17/01224/FPA relating to adherence to approval plans, The Impeccable Pig, Front Street, Sedgfield

DM/19/00385/LB – Listed Building Consent relating to works within the grounds of The Impeccable Pig as a variation of planning approval DM/15/00233/FPA as superceded by DM/16/00407/VOC, The Impeccable Pig, Front Street, Sedgfield

DM/19/00399/FPA – removal of timber windows and replacement with 3 no upvc sliding sash windows to front elevation, 4 Church View, Sedgfield

RESOLVED:

Cllrs to consider and discuss the above planning applications at the Environment Committee meeting to be held on Monday 18th February 2019.

The Chair thanked everyone for attending and closed the meeting at 7.31pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **FEBRUARY POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 11th February 2019**

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Vanessa Carmichael, Fiona Warrand and Alf Walton.

2. Declaration of interest:

Cllr Chris Lines declared an interest in item 8.5 as he is an allotment holder. 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.

RESOLVED:

To receive the information.

3.2 Sedgfield Town Council Corporate Plan:

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

RESOLVED:

To receive the information.

3.3 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. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.4 Meeting with District Church Council Members:

Findings from the research undertaken at Durham Records Office over recent months was presented to the Estates Working Group on 24th September 2018. This is now being considered by Cllrs. The Clerk has liaised with Church of England archives to find missing information regarding closed churchyard responsibilities. Additional information has now been received but related to the old cemetery at Beacon Lane. Further research has identified several other possible sources of information at Durham Records Office. Two further research days have been booked at the Durham Records Office. The Clerk has also requested assistance from Rev Geoff Short via old Church Records held at Durham. An update regarding this matter is to be presented to the Butterwick Road Cemetery Working Group meeting on Thursday 14th

February 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 Town Council Trailer:

The Finance Working Group are going to explore the feasibility of making the old Council trailer roadworthy (within a budget of £200) in early 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Cheques for Approval:

The issue of protocol for future spending by the Mayor of their allowance was discussed at the Finance Working Group meeting 14th September 2018 and work is currently underway to prepare a draft Mayor's Handbook. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.7 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 has requested from DCC a deadline date for the completion of this sale and also requested County Cllr David Brown investigate this matter. A response has been received which states that paperwork will be released by DCC imminently to the Town Council's solicitor. The Clerk has requested that County Cllr Brown investigate as a matter of urgency. A further assurance has been given to County Cllr Brown that paperwork is to be sent to the Town Council's solicitor as a matter of urgency. This matter will be discussed at the Butterwick Road Cemetery Working Group meeting on Thursday 14th February 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 Parish Hall Hearing Loop:

A Purchase Order has now been submitted to Clockwork AV informing them of their successful quotation for the hearing loop in the Parish Hall. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Parish Hall Sound System:

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

RESOLVED:

To receive the information.

3.10 Expansion of Butterwick Road Cemetery:

Work is now well underway preparing a planning application relating to the expansion of Butterwick Road Cemetery. Submission of this application will be influenced by the timing of purchase of land from DCC. The Clerk to keep Cllrs updated on this matter.

RESOLVED

To receive the information.

3.11 Proposed 2019 Treeworks – Grounds of Ceddesfeld Hall:

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

RESOLVED:

To receive the information.

3.12 Six Monthly Lift Inspections:

The Clerk has informed the Chair of the SCA of the outcome of the most recent lift inspection findings. See agenda item 8.3 for further related matter.

RESOLVED:

To receive the information.

3.13 North End Garage:

The Clerk has responded to Mr Theakston and informed him that the Estates Working Group will review the existing lease and bring a recommendation to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 Local Council's Charter:

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

RESOLVED:

To receive the information.

3.15 2019 Royal Garden Party:

CDALC will be represented at the 2019 Garden Party by Cllrs from Barnard Castle Town Council and Wheatley Hill Parish Council. Sedgfield Town Council's nominee was unsuccessful on this occasion.

RESOLVED:

To receive the information and to close this matter.

3.16 Village Green Issues:

The Estates Working Group are to oversee the production of a letter to

businesses/residents whose properties border village green informing them that the Town Council is reviewing its Village Green Policy. A short explanatory article will feature in the next edition of the Sedgefield Extra.

See agenda item 8.2 for further related matter.

RESOLVED:

3.17 Durham Records Office:

Representatives from Durham Records Office attended the Town Council Offices on Thursday 7th February 2019 in order to consider data held and envisage that within the next two weeks will produce a recommendation report outlining what they believe should be stored at the Records Office. Upon receipt of such a report the Clerk will schedule a Policy & Records Management Working Group to consider. From this the remaining data will then need to be considered as part of the Policy & Records Management Working Group's on-going task to oversee compliance with GDPR. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.18 Patching/Resurfacing Village Green areas:

All patching/resurfacing work, as agreed by the Town Council, has now been completed but some additional remedial work is required and will be considered under agenda item 6.1.

RESOLVED:

To receive the information.

3.19 Licensing Update:

Mr Martin Haigh has requested from the Clerk potential dates for a meeting to progress the licensing matters relating to the Hardwick Hall Hotel as reported at the January 2019 meeting. Potential dates have duly been supplied. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.20 2019/20 Budget and Precept:

The Clerk has submitted to DCC all necessary paperwork relating to the Town Council's 2019/20 precept request. An explanatory article was published in the recent edition of the Sedgefield Extra explaining to residents the precept increase for 2019/20.

The Finance Working Group are now producing a detailed income and expenditure budget for 2019/20 in accordance with the headline budget approved at the January 2019 P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

3.21 Review of Fees and Charges 2019/20:

Allotment holders, Parish Hall users and photocopier users have all been informed of price increases from 1st April 2019. Allotment documentation, Parish Hall documentation and cemetery documentation has all been updated to reflect the 2019/20 fees and charges agreed at the January 2019 P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

3.22 Medium Term Financial Plan:

The updated Medium Term Financial Plan has been uploaded to the Council's website.

The Finance Working Group, in conjunction with the Council's Internal Auditor, during Summer 2019 will review the Medium Term Financial Plan in order to ensure that the Council's progress towards greater openness and transparency relating to all financial matters continues. Consideration will be given during those discussions as to whether each Council Committee be assigned its own budget. The Clerk to keep Cllrs updated on this matter.

The Clerk informed Cllrs that the next Internal Audit visit has now been scheduled for

Wednesday 20th February 2019. Terms of reference are yet to be received. The Clerk will report to the Finance Working Group on this matter and keep the P&R Committee updated.

RESOLVED:

To receive this information.

3.23 Bin Stores:

The Clerk has written to Mr John Byers of DCC seeking further clarification as to what local guidance for the building of bin stores would be in terms of what is considered acceptable in the Town's Conservation Area. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4. Public Participation:

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments, however, there were no members of the public in attendance. 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 making Cllrs aware of a further 6 month let to the tenant with a slight rent increase from 1st February 2019. Cllr Wills asked if the property had been let on a residential let or a business let. The Clerk replied a residential let.

RESOLVED:

To receive this information.

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

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 14th January 2019:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval

which detailed cheques numbered 109284 to 109421. The Clerk circulated to all an updated list which featured cheques numbered 109422 to 109430.

In relation to cheque number 109296 relating to the cost of recent resurfacing/patching work on various areas of the village green, Cllr Mel Carr informed the Committee that some areas do require remedial work. The appointed contractor had hoped to complete these earlier that day but unfortunately due to parked vehicles it was not possible. Such work will now take place on Thursday 14th February 2019. Cllr Mel Carr proposed that the cheque be signed by both Cllrs but the Clerk only complete once she has been informed that all remedial work has been completed successfully. Cllrs agreed and that Cllr Mel Carr as Chair of the Council would make the decision as to whether such work had been completed to the required standard. Cllr Gloria Wills expressed her thanks to Cllr Mel Carr for his work in relation to this matter. Fellow Cllrs agreed.

RESOLVED:

- i) All cheques and invoices were approved for payment.**
- ii) Cllrs Mel Carr and Gloria Wills plus the Town Clerk to duly sign the cheques (with the exception of cheque number 109296).**
- iii) Cllr Mel Carr to inform the Clerk when remedial resurfacing/patching work has successfully been completed in order that cheque number 109296 can be signed and released.**

6.2 Payment by BACS Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Payment by BACS Report in which the current difficulties of payment by BACS was outlined. The Clerk confirmed that a detailed reason had been received from Barclays and this would be considered at the next Finance Working Group meeting on Thursday 14th February 2019.

RESOLVED:

- i) To receive this information.**
- ii) The Finance Working Group to keep Cllrs updated on this matter.**

6.3 Financial Budget Comparison as at 31st January 2019:

Cllr Gloria Wills pointed out that the £50,000 reserves transfer to the Public Sector

Deposit Fund has now been included in the financial budget comparison. It is possible that a reserves transfer to the 2018/19 budget may be required but this would be discussed in more detail at the next Finance Working Group meeting on Thursday 14th February 2019.

RESOLVED:

To receive the Financial Budget Comparison as at 31st January 2019.

6.4 Debtors List as at 31st January 2019:

RESOLVED:

To receive the Debtors List as at 31st January 2019.

6.5 Direct Debits and BACS List for 1st – 31st January 2019:

RESOLVED:

To receive the Direct Debits and BACS list for 1st – 31st January 2019.

6.6 January 2019 Bank and December 2018 Public Sector Deposit Fund Reconciliations Report by Town Clerk:

RESOLVED:

To receive the 1st – 31st December 2018 Bank Reconciliations plus 1st October – 31st November 2018 Public Sector Deposit Fund Reconciliations.

7. Correspondence:

7.1 Standards In Public Life – Local Government Ethical Standards (email from Mr Steve Ragg, CDALC dated 30th January 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 30th January 2019 regarding Standards In Public Life – Local Government Ethical Standards. The Clerk will keep Cllrs updated of any additional information which may necessitate a review of the Council's Code of Conduct or any other policy or procedure.

RESOLVED:

To receive this information.

7.2 FW Licensing Act – Variation of Premises Licence Received – The Pickled Parson (email from Mr Steve Ragg, CDALC dated 29th January 2019):

Prior to the meeting the Clerk had circulated to all a Variation of Premises Licence email from Mr Steve Ragg of CDALC dated 29th January 2019 relating to The Pickled Parson in Sedgfield in which the premises owner was seeking to have removed from the licence the condition to take indoors at the end of licensing hours the tables and benches located outside the property. The Clerk reminded all that this had previously been submitted as a minor variation to licence application to which the Town Council had objected. DCC had refused to grant the minor variation.

Cllrs discussed this latest application and agreed that the Town Council should object citing the previous arguments lodged as the variation now being requested is exactly the same as those in the previous minor variation application. It was agreed that the Clerk prepare and submit an appropriate letter with additional reference given to the fact that the public notice to be displayed at The Pickled Parson was not put up until 8th February 2019 thereby significantly reducing the amount of time in which residents could comment. To state that it is considered derogatory that the claim is being made by the premises owner that the Licensing Committee of 7th September 2018 made an error when dealing with the original application as it was very clear to all in attendance which premises licence was being considered. To state that historically seating has been removed from the area outside The Pickled Parson (formerly The Crosshills) and placed on the central village green area. Finally, to request this variation of premises licence be considered by Licensing Committee and not Delegated Officer due to the seriousness of this matter.

Cllr Allan Blakemore proposed that a copy of Mr Wilks letter to be considered under agenda item 8.2 be attached to the Town Council's letter of objection, however, it was noted that DCC's Licensing Committee have previously made it very clear that the matter of actual land ownership is not an issue for their concern as their focus is entirely upon the requirements of an actual licence.

RESOLVED:

The Clerk to submit to DCC's Licensing Department the Town Council's objections to The Pickled Parson's variation of premises licence application.

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

8. Consideration of Reports Exempt from Public:

8.1 Station Road Playing Field Report by Town Clerk:

The Clerk reminded all that in January 2019 she had circulated a Station Road Playing Field Report which was accompanied by a series of correspondence regarding the site Cllrs had agreed they required time to consider the content and then discuss at this meeting which they duly did.

8.2 Village Green Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Village Green Update Report which was accompanied by a letter of response from the owner of The Pickled Parson received 21st January 2019. These were duly considered.

8.3 Six Monthly Lift Inspections Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspections Update Report which showed that in accordance with the new Ceddesfeld Hall lease there is not a requirement for the Town Council to continue to organize and pay for six monthly lift inspections at the Hall.

8.4 Annual Increment Award To Town Clerk Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all an Annual Increment Award to Town Clerk Report by the Personnel Committee which was ratified.

8.5 Winterton Allotment Fence Report by Cllr Alf Walton:

Prior to the meeting the Clerk had circulated to all a Winterton Allotment Fence Report by Cllr Alf Walton which was accompanied by quotations for this work along with site preparatory work and replacement and installation of double gates at Butterwick Road allotments. These were considered and contractors appointed. Allotment holders will be notified accordingly.

The Chair thanked everyone for attending and closed the meeting at 8.32pm

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **FEBRUARY ENVIRONMENT** of
the **Council** held following the **Community Development &
Engagement Committee meeting** in the **Council Offices**,
Sedgefield, on
Monday 18th February 2019

Present

Cllr. Mark Cant (Chairman) and

Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Leo
McCormack, Mavis Wayman and Gloria Wills

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Chris Lines, Julie Towler, Alfred Walton and
Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Bollards at Winterton Park:

An on-site meeting to discuss the possible installation of two metal bollards between
the houses allowing ample space for pushchairs etc to gain access had taken place
on 14th February 2019. Cllr Leo McCormack confirmed that as a result of this meeting
a bollard will be installed by DCC at some point over the coming months.

RESOLVED:

To receive the information and to close this matter.

3.2 Bins outside the Pizza Castle:

There were no further updates regarding this matter. Cllr Alf Walton to keep

monitoring this area.

RESOLVED:

To receive the information.

3.3 Sedgefield In Bloom Minutes / Considerate Parking on Village Green:

There were no further updates regarding this matter. Cllr Alf Walton to keep monitoring this area.

RESOLVED:

To receive the information.

3.4 Footpath Condition (Stockton Road):

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

The state of the footpath from Sandshall roundabout to Sandshall Gate has been reported to DCC.

RESOLVED:

To receive the information.

3.5 Flower Tubs on the Green:

A further on-site meeting took place on 24th January 2019 between Mr Howard Smith (Sedgefield In Bloom) and Mr Roger Clubley (Sedgefield Farmers Market) to reach agreement between the siting of flower tubs around the Turning Circle. It was agreed that the tubs identified should now be moved just a metre away to allow an extra stall to be placed. The Clerk has discussed this matter with the Head Gardener & Cemetery Superintendent. Cllrs confirmed that they were also happy to approve this request.

RESOLVED:

The Clerk to liaise with the Head Gardener & Cemetery Superintendent plus Mr Clubley in order to move the flower tubs as agreed.

3.6 Green Waste:

The Clerk has informed the Sedgefield In Bloom Group that at this moment in time the Town Council do not give their permission for the Group to put green waste into the recycle bays at Butterwick Road Cemetery and that this matter will be discussed at the next Joint Bloom/Town Council meeting scheduled for March 2019. This matter to be discussed at the Joint Bloom/Town Council meeting scheduled for March 2019.

RESOLVED:

To receive the information.

3.7 Annual Headstone Safety Testing:

Letters have now been issued to next of kins where known. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Sedgefield Parking:

The Clerk has written to Mr Williams thanking him for his comments and assured him that the Town Council will consider the points he has raised when considering parking restrictions to areas of village green. The Estates Working Group to consider these points when reviewing the Council's Village Green Policy.

RESOLVED:

To receive this information and to close this matter.

3.9 Street Lighting from The Garth to the Medical Centre:

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

RESOLVED:

To receive this information.

3.10 Speed Watch:

The Clerk reminded all that previously a letter had been written to Mr Dave Wafer of DCC in which the Town Council expressed its concerns regarding the effectiveness of the traffic calming measures along Durham Road. A response was awaited. County Cllr David Brown had been asked to investigate and as a result an email had been received from Mr Brian Buckley dated 7th February 2019 in which he updated the Town Council that concerns had in the first instance been referred to the Police for Community Speed Watch. He then confirmed that school crossing patrols have recently undergone refresher training to enable them to cope with difficulties experienced with traffic volumes and speeds. DCC are going to monitor the actual vehicle speeds at the school crossing point during the times of operation to ensure that vehicles are not travelling in excess of the posted speed limit. In addition, DCC also plan to complete vehicle and pedestrian counts at the site during the morning and afternoon peak times to establish whether there are any significant increases in traffic volumes from previous surveys. Mr Buckley concluded that the school crossing patrol point has excellent visibility along Durham Road and the site is well signed so from a drivers vision perspective they are able to see the patrol way in advance of being asked to stop. This reduces fail to stop incidents provided the school crossing patrol is vigilant and applies the training received. Cllrs were grateful for Mr Buckley's update but requested that the Clerk contact him again to specifically remind him about the Town Council's concerns regarding the effectiveness of the traffic calming measures at this location in general and not just in relation to the school crossing patrol. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

The Clerk to liaise with Mr Brian Buckley of DCC in accordance with the Council's wishes.

3.11 Current Planning Applications:

The Clerk forwarded to DCC Planning Officers comments in relation to planning applications DMK/19/00008/FPA and DM/19/00054/HRN.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views and

comments.

Mr Howard Smith reported that at the last Sedgfield In Bloom Group meeting concerns had been expressed regarding the increasing number of large holes appearing in the ground on the Church bank below Pizza Castle. Reports have been made to DCC as these appear to have been caused by rats. It is noted that many are now appearing around the flower tubs. Mr Smith reported that the laurel tree at Malton Terrace has now been removed by Bloom Group members and wanted the Town Council to be aware that just below the surface of this grass is a gas supply pipe which is not signed. Mr Smith then referred to a recent letter from DCC received by his neighbour detailing proposed parking restrictions along Rectory Row and surrounding area. Mr Smith said he felt this exercise was being undertaken to pacify one resident without any thought to the wider public and the whole exercise was a waste of DCC's time, money and paper. Mr Smith asked what this exercise was trying to achieve and why? He expressed concern at the proposals for the corner of Crispin Court which will lead to a loss of one car parking space. He highlighted a discrepancy between the letter his neighbour had received and the map which accompanied the letter with one referring to two car parking spaces and the other three. The Clerk commented that this is a DCC consultation exercise and it was important that feedback was given to DCC so that it could be considered. Mr Smith confirmed that his neighbour had provided this feedback directly to DCC. Mr Smith said that to date only one of his neighbours on Rectory Row had received a consultation letter from DCC.

Mrs Julia Bowles reported that she had been unable to attend the recent Neighbourhood Watch meeting but she believed that the Town Council were working with the Watch to undertake a public consultation regarding parking in the Town. Cllr Allan Blakemore replied that this was incorrect as DCC are undertaking all consultations relating to parking and currently these are with statutory consultees only before then being released to the wider public.

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

With regards to the proposed chevrons around Crispin Court corner, Cllr Blakemore said his understanding was these would be unmarked bays which would allow room for three cars to park. Cllr Mel Carr confirmed that at recent meetings with DCC Parking Officers it had been agreed that there should be room for three bays in this locality, however, it now appeared

from the proposals being presented that only two were available. Cllr Ann Carr said that by putting chevrons in place this would reduce the area available for parking and questioned why such markings were needed. It was agreed this matter be discussed further under agenda item 5.1.

5. Reports:

5.1 Parking In Sedgefield Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Parking In Sedgefield Meeting Update Report which clearly documented the discussions that had taken place at the most recent Parking In Sedgefield meeting held on Wednesday 30th January 2019 between representatives from the Town Council and SCA along with DCC Parking Officers. The purpose of this meeting was to consider feedback on initial proposals prepared by DCC Parking Officers in order for them to then be able to refine and undertake a further consultation exercise with statutory consultees.

Cllr Gloria Wills said that she was unhappy with the proposal to introduce 3 hour parking in the car park next to the Parish Hall as she believed the introduction of such meant the Parish Hall could close as it would stop users being able to attend. Cllr Wills also questioned why special dispensation appeared to have been given to parking bays near to the undertaker's and chemist's. Cllr Mel Carr agreed that a 3 hour restriction was not sufficient for activities such as the Tea Dance. Cllr Wills suggested that a half-day restriction would be more appropriate but felt that there must be other options for dealing with parking problems as this was not something unique to Sedgefield. Cllr Allan Blakemore reminded all Cllrs that the reason for proposing restrictions in the car park was to deter those who regularly drove into Sedgefield and then left their cars for the day while they travelled further either by bus or in a car share arrangement. The aim of overcoming this could only be achieved if restrictions were put in place which meant that vehicles had to keep moving. The original proposals had featured a 2 hour parking restriction which had been increased to a 3 hour parking restriction following discussion at the meeting on 30th January 2019. Cllr Ann Carr asked where there was evidence to show that the car park, or indeed the Town's centre, was being used in this way. Cllr Mavis Wayman asked if there was a preference for an alternative time limit for parking in the car park. Cllr Wills suggested 4 hours would be more appropriate. Cllr Wayman noted that during recent visits to the Metro Centre there are "no park and ride" signs clearly displayed and wondered if the installation of such in the Town's car park would deter people from abusing the

facility? Cllr Leo McCormack asked who would police any agreed parking restrictions. Cllr Blakemore confirmed that such enforcement would be undertaken by DCC Officers, however, they have a lack of resources and will only be able to police these when in the area.

Cllr Mel Carr said that consideration was needed in relation to other village green areas with particular emphasis upon the Turning Circle which he believed was used extensively by people who work in the Town. Cllr Mel Carr said that he did not believe it was possible to enforce any parking restrictions in the Town until the village green issues were addressed otherwise displaced vehicles would end up on areas of village green. Cllr Wills agreed and said it was important to ensure the village greens operated in such a way so as to benefit residents, visitors and businesses. Cllr Mel Carr felt that proposed parking restrictions at the car park should be removed, however, Cllr Blakemore suggested that it would be better instead to look at the permitted times for parking instead. Cllr McCormack questioned if a residents/workers parking permit scheme should be considered. Cllr Wills proposed that ideas gathered regarding village green use and to include views of the community. Cllrs agreed.

RESOLVED:

- i) To defer this matter and to seek the views of the public at the Annual Town Meeting in May 2019.**
- ii) To consider agenda item 6.7 next as this relates to the matters discussed.**

6.7 Proposed Introduction of Parking Restrictions, One Way System and Extra Parking Bays (letter and map from Mr Peter Broxton, DCC dated 7th February 2019):

Prior to the meeting the Clerk had circulated to all a letter and map from Mr Peter Broxton of DCC dated 7th February 2019 in which he was seeking the Town Council's views on the proposed introduction of parking restrictions, a one way system and extra parking bays in the car park next to the Parish Hall.

RESOLVED:

The Town Council to oppose the proposals as they would have a negative impact upon the Parish Hall as the timescales are too restrictive, the proposals restrict disabled parking, it is felt that no time limit is required and that the one-way system should be in a clockwise direction instead of the anti-clockwise proposed

and respond to DCC using their pre-prepared reply slip.

5.2 Bollards Along Front Street Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Bollards Along Front Street Report which highlighted concerns about the potential tripping hazards of the existing concrete bollards to the visually impaired. It was agreed the existing bollards needed to remain in situ as they deter vehicles being parked on the nearby grass and footpath, however, it was agreed that these should be painted a lighter stone colour.

RESOLVED:

i) The Clerk and Cllr Mel Carr to obtain quotes for the cost of painting the bollards.

ii) The Clerk to inform the concerned resident of the action to be taken.

5.3 Butterwick and Winterton Allotments Inspections Report by Cllr Alf Walton and Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Report by Cllr Alf Walton and Projects & Media Co-ordinator which detailed the findings of the Council's recent allotments inspections on Thursday 7th February 2019. Cllrs were pleased to note that no issues of concern had been found.

RESOLVED:

To receive this information.

5.4 Britain In Bloom and Northumbria In Bloom Verbal Report by Town Clerk:

The Clerk reported that as previously discussed Mr and Mrs Howard Smith of the Sedgfield In Bloom Group had attended the recent Britain In Bloom Finalists Seminar in Manchester. Notes had been made from their attendance and will be considered at the forthcoming Joint Bloom and Town Council meeting in March 2019. The Clerk also reported that the invitation to the forthcoming 2019 Spring Meeting of the Northumbria In Bloom competition had been shared with all Cllrs and Cllr Mel Carr would attend this with members of the Sedgfield In Bloom Group.

RESOLVED:

To receive this information.

Note: Reports related to information exempt from the public are considered under agenda item 7.

6. Correspondence:

6.1 Potential Replacement Tree Planting (email from Mr John White, Padgett White Architects Ltd dated 22nd January 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr John White of Padgett White Architects Ltd dated 22nd January 2019 reiterating The Impeccable Pig owner's offer to plant replacement trees on the village green to replenish those which were cut down as part of the extensive refurbishment of the former Hope Inn. The Clerk reminded all of the Town Council's current policy for no further planting of trees on village green areas. Cllr Gloria Wills proposed that the Clerk liaise with Mr Steve Welton of the Squash Club to determine details of the mature trees which they would be required to plant in the grounds of Ceddesfeld Hall as part of the proposed extension to the Club and whether the Squash Club would be happy for the Town Council to suggest to Mr White that instead of trees being planted on the village green his client pays for the purchase and planting of trees required by the Squash Club which is a charitable organization. Cllrs agreed to Cllrs Wills proposal.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Mr Steve Welton of Sedgefield Squash Club and then reply to Mr White accordingly.

6.2 Current Concrete Pathway Adjacent to Public Carpark and Building (email and attachments from Ms Rachel Johnson, Hardwick Arms Hotel dated 25th January 2019):

Prior to the meeting the Clerk had circulated to all an email and associated attachments from Ms Rachel Johnson of the Hardwick Arms Hotel in which she requested clarification regarding the ownership of the concrete footpath at the front of the property (bordering the car park area) and shared proposed refurbishment work to the land under the archway of the property. Cllrs confirmed that the concrete pathway does belong to the Town Council. With regards to the proposed refurbishment work on land under the archway of the property Cllrs considered this matter and agreed to give their support to the proposal from the property owners to replace existing materials with those similar to

the materials used on the Church Turning Circle providing that full consultation takes place with DCC's Conservation Officer.

Cllr Mel Carr reported that the property owners have also requested permission from the Town Council to site a skip on the car park area at the front of the property (i.e. the area recently resurfaced by the Town Council) until the end of June 2019 to assist their on-going refurbishment programme. Cllrs considered this matter but agreed that it was not appropriate for a skip to be placed on this area of village green and the Clerk was asked to inform the property owners and request the existing skip be removed within 14 days of receipt of the letter. Cllr David Brown pointed out that a skip could be placed at the back of the property which would then be on the owner's own land. Cllr Gloria Wills highlighted that skips had also been placed outside nos 4 and 5 Church View which are also areas of village green. Again, the Clerk was asked to write to the property owners and request these items be removed within 14 days of receipt of letter.

RESOLVED:

The Clerk to write in accordance with the wishes of the Council to the owners of the Hardwick Arms Hotel and nos 4 and 5 Church View.

6.3 Pizza Castle (email and photographs from Mr Howard Smith, Sedgefield In Bloom dated 23rd February 2019):

Prior to the meeting the Clerk had circulated to all an email and accompanying photographs from Mr Howard Smith of the Sedgefield In Bloom Group dated 23rd February 2019 in which he detailed the recent screening which has been erected around the bins outside the Social Club and suggested similar could be used to screen the bins outside the Pizza Castle.

Cllr Ann Carr expressed her concerns that whilst screening may visually improve an area they would also block out what goes on behind such screening. Cllr Gloria Wills said the area outside of the Social Club was more hidden than that around the Pizza Castle and suggested that some form of gate to restrict unauthorized entry may be required. Cllr Wills proposed this matter be referred to DCC's Conservation Officer so that their guidance and suggestions could be sought.

RESOLVED:

i) The Clerk to liaise with DCC's Conservation Officer.

ii) If Cllrs have any additional suggestions they be forwarded to the Clerk as soon as possible.

6.4 Sedgefield News – February 2019 (letter and attachments from Mr Allan Jordan dated 28th January 2019):

Prior to the meeting the Clerk had circulated to all a letter and attachments received from Mr Allan Jordan dated 28th January 2019 which were in response to a recent letter in the February 2019 Sedgefield News. Mr Jordan wished to share this documentation with Town Cllrs for information.

RESOLVED:

i) To receive this information.

ii) The Clerk to write of behalf of the Town Council to thank Mr Jordan for his information.

6.5 [Eden Drive Play Area] Inspection Update (email and attachments from Mr Barrie Alderson, DCC dated 31st January 2019):

Prior to the meeting the Clerk had circulated to all an email and attachments from Mr Barrie Alderson of DCC dated 31st January 2019 detailing the findings of recent Inspections of Eden Drive Play Areas. Mr Alderson confirmed that there were no issues of concern at the site and that any shrinkage of wet pour surface during the winter period would continue to be monitored.

RESOLVED:

To receive this information.

6.6 DCC Allotment Consultation (email from Mr Steve Ragg, CDALC dated 4th February 2019):

Prior to the meeting the Clerk had circulated to all details of DCC's current allotment review process. This review does not impact upon allotments provided by Sedgefield Town Council.

RESOLVED:

To receive this information.

ADDITIONAL ITEM:

The Clerk reminded Cllrs that several planning applications had been deferred for consideration from the previous week's Monthly meeting:

DM/19/00307/FPA – change of use of domestic garage to storage in association with adjacent bar/bistro (restrospective), The Impeccable Pig, Sedgefield

DM/19/00376/VOC – variation of condition 2 of approval DM/15/00233/FPA as superceded by DM/16/00407/VC relating to adherence to approved plans, The Impeccable Pig, Sedgefield

Dm/19/00377/LB – Listed Building Consent relating to works within the grounds of The Impeccable Pig as a variation of planning approval ref DM/17/-1224/FPA, The Impeccable Pig, Sedgefield

DM/19/00378/VOC – Variation of condition 2 of approval DM/17/01224/FPA relating to adherence to approved plans, The Impeccable Pig, Sedgefield

DM/19/00385/LB – Listed Building Consent relating to works within the grounds of The Impeccable Pig as a variation of planning approval DM/15/00233/FPA as superceded by DM/16/00407/VOC, The Impeccable Pig, Sedgefield

Cllrs expressed disappointment that one of the above planning application was of a retrospective nature when it is clear to any developer what procedure they should be adhering to. Cllrs Also requested assurance that DCC's Conservation Officer would be consulted in relation to all of the above planning applications.

DM/19/00399/FPA – removal of timber windows and replacement with 3 no upvc sliding sash windows to front elevation, 4 Church View, Sedgefield:

Cllrs objected to this application and request that the replacement windows are of timber, i.e. replacing like for like as per the requirements of the Town's Conservation Area.

RESOLVED:

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

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

7. Consideration of Reports Exempt from Public:

7.1 [Grave at] Butterwick Road Cemetery, Sedgefield (letter from Ms Sarah Kitching):

Prior to the meeting the Clerk had circulated to all a letter from Ms Sarah Kitching regarding a grace at Butterwick Road Cemetery. This was duly discussed.

The Chair thanked everyone for attending and closed the meeting at 8.52pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **FEBRUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at 7pm in the **Council Offices**, Sedgefield, on **Monday 18th February 2019**

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Vanessa Carmichael, Alda Hummelinck, Chris Lines, Julie Towler, Alf Walton.

2. Declaration of interest:

3. Matters of Information:

3.1 Sports Hub Presentation:

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

RESOLVED:

To receive the information.

3.2 Fireworks Display:

The Clerk is investigating options for the first aid cover. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.3 Sedgefield Youth Club Management Committee:

Work is underway to reschedule the next Sedgefield Youth Club Management Committee meeting. Extra Youth Club fliers have been requested in order that they can be included as an insert into a future Sedgefield News for promotional purposes. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Public Engagement/Annual Town meeting:

Letters have been issued to local community groups to gauge if there is any interest from them in having a promotional stall at the Town Council's Annual Town Council Meeting in May 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 Council Organised Coach Trips:

The Clerk has liaised with Zurich and received some advice relating to organizing coach trips. This information now needs to be considered. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Snow Party:

An initial Snow Party planning group meeting has been scheduled for 2pm on Monday 25th February 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Cllr Surgeries:

To date Cllr Stephen Winter has volunteered to participate in all proposed Cllr Surgeries (as per dates below) with Cllr Ann Carr for the April and October dates. No other volunteers have come forward and it was previously agreed that two Cllrs should be in attendance at each:

13th May 2019

10th June 2019

8th July 2019

9th September 2019

14th October 2019

11th November 2019

9th December 2019

13th January 2020

10th February 2020

9th March 2020

20th April 2020

The Clerk requested that other Cllrs let her know as soon as possible whether or not they were able to participate. Further surgeries post-April 2019 cannot be publicized until attendance is known.

RESOLVED:

Cllrs to inform the Clerk as soon as possible as to whether or not they are able to assist with potential future Cllr surgeries.

3.8 Young Citizen of the Year:

Cllr Chris Lines has liaised with the Town's Neighbourhood Watch Group who have confirmed that they would like to be involved in this initiative. Cllr Lines is now liaising with Mr David Hillerby who oversaw the former Neighbourhood Watch Group's Young Persons Award. Cllr Lines has also approached Sedgefield Development Trust (Mr John Fitzpatrick) and Rotary Club (Mr Mel Broadbelt) to see if their respective organisations would also like to be involved in this new Award. Cllr Lines to keep Cllrs updated.

Work is now underway to schedule a meeting between Cllrs Allan Blakemore, Chris Lines, Julie Towler and Mavis Wayman plus Development Trust and Rotary Club in order to progress this Award with the intention of it being presented alongside the Citizen of the Year Award if possible. Cllr Allan Blakemore to keep Cllrs updated on

this matter.

RESOLVED:

To receive this information.

3.9 Sedgefield and Hamminkeln Twinning Association:

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

RESOLVED:

To receive this information.

3.10 Northumbrian Pipers in Sedgefield:

The Clerk has informed Mr David Cook of the Northumbrian Pipers that permission is granted for his group to play on the central village green the evening of 12th June 2019.

RESOLVED:

To receive this information and to close this matter.

3.11 Dementia Friends Awareness Training:

The Clerk reported that all Town Council staff had attended Dementia Friends Awareness Training earlier that day. This matter will be promoted through the next edition of the Sedgefield News and Dementia Friends posters will be displayed in the entrances of both the Town Council and Parish Hall when received. The Clerk also reported that the training providers had given her a checklist for public buildings and this would be considered through the Estates Working Group with the inclusion of all Town Council staff working the Parish Hall.

RESOLVED:

To receive this information.

3.12 Section 106 Monies Available:

The Clerk has written to Mr Stephen Reed of DCC requesting clarification in accordance with the Town Council's wishes and extended an invitation to him to

meet with Town Cllrs. The Clerk reported Mr Reed had replied on 8th February 2019 stating that as the Town Council would be aware our from earlier discussions Su [Lewis's] team have produced indicative proposals to apply the S106 money we are expecting in across the Sedgefield Division and it is these proposals DCC intend to take out to consultation. Mr Reed appreciated that Officers had not been able to confirm the details for this as soon as they might have done, however, they were due to discuss these internally in the next few weeks. Mr Reed felt after those internal discussions would then be a more appropriate time to raise potential alternative proposals and said he would look forward to discussing them further then.

Cllr Allan Blakemore reminded all Cllrs that CDALC and DCC are currently working on a new Charter for greater joint working between DCC and Town/Parish Councils. Cllr Blakemore has requested that in the new Charter it be made obligatory that a Town/Parish Council must have a representative on any Committee making decisions on the distribution of S106 monies. The current Charter states a Town/Parish Council representative would only be sought if or when necessary which Cllr Blakemore felt was not good enough. Cllr Blakemore proposed the Town Council wait to see what proposals DCC put forward in relation to the S106 for large-scale development of Eden Drive in order to determine if any remaining monies were unallocated.

Cllr Gloria Wills reminded all Cllrs that some time ago the procedure, including the terms of reference for the S106 Working Group, for the distribution of S106 monies in DCC had been circulated to all Town Cllrs and considered. Within that procedure it was clearly stated that local County Cllrs would be involved in discussions regarding such allocations and she questioned if this had happened. Cllr David Brown, one of the local County Cllrs, confirmed that he had attended a meeting in mid-December 2018 with County Cllr John Robinson, Mr Stephen Reed, representatives from the EDRC AAP and others at which a projected direction of S106 spend had been presented. A DCC Officer had been assigned who would issue detailed letters to all in mid-January 2019 to explain further the projected spend, however, this has not yet happened. Cllr Brown confirmed that another meeting is scheduled within the next 10 days and he has requested that at this meeting explicit detail is given of the intentions being proposed with clear written parameters. Cllr Wills said that local County Cllrs should know what DCC Officers are doing and proposing. Cllr Mavis Wayman said she had noted in the County Cllrs Report for February 2019 issued at

the previous week's Monthly Meeting that it was stated that S106 money had been ear marked for sport and that work was being undertaken with Sports Groups and Officers. Cllr Wayman asked what this meant and why only sport was mentioned. Cllr Mel Carr said it was his understanding from the S106 Agreement that £970K was to be allocated to the Community College, £200K to sport and £200K to other community use. Cllr Wills said that she believed from the recent County Cllrs report that it was already known what was to be done with the S106 money and felt this was being done in a cloak and dagger way. Cllr Wills said there should not be barriers between DCC and Town/Parish Councils. Cllr Wills expressed concern that many other credible bids for such money would not be taken seriously or considered by DCC despite there being strong views at a community level and reminded all that the purpose of S106 monies was clear in planning legislation that it was to mitigate against the effects of planning development in the area directly impacted. Cllr Blakemore reiterated his concerns about S106 monies being distributed across an Electoral Division rather than directly benefitting the area impacted by development.

RESOLVED:

Cllrs to await further information from DCC in order to determine if any S106 monies remain unallocated and there is the opportunity for the Town Council to have a voice in this process.

4. Public Participation:

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

Mrs Julia Bowles echoed the concerns expressed by Cllrs in relation to the allocation of S106 monies and reminded all that during the Planning Inspectorate's public inquiry relating to the large-scale development of Eden Drive that assurance had been given by both DCC's legal representative and the Inspector that the Town Council would, after consulting with the local community, have a great input into determining how S106 monies would be allocated albeit the final decision would be DCC's. Mrs Bowles felt that any deviation from that assurance would amount to maladministration by DCC. Mrs Bowles said that she had understood from last week's Monthly Meeting that the neighbourhood plan had been suspended by the Inspector and she found that "gob smacking" when considering that the process for such a plan had commenced by dedicated Steering Group in 2013 and then

handed over to the Town Council and DCC in 2015. She believed the expected time for a neighbourhood plan to be made was 2 years and was appalled at the length of time being taken for The Sedgfield Plan. Mrs Bowles believed that the current situation reflects gross incompetence from so called DCC experts and questioned if this meant that all statutory consultation had to be repeated. Mrs Bowles expressed the view that DCC were going out of their way to delay the neighbourhood plan. Cllr Blakemore replied that an amendment of the Plan's Basic Conditions Statement was needed and for this reason Regulation 16 only needs to be repeated by DCC with no need for Regulation 14 being repeated, i.e. a period of 6 weeks. This has been a genuine oversight. The Independent Examiner has suspended the examination but not thrown out the neighbourhood plan. The Independent Examiner remains prepared for resuming this examination after the conclusion of Regulation 16 and everyone remains positive that the neighbourhood plan can then proceed quickly to community referendum.

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

Cllr Mel Carr noted Mrs Bowles comments regarding the assurances given by various parties in relation to S106 monies pertaining to the large-scale development of Eden Drive and said he would look back through the planning conditions assigned to the approved planning applications to determine if these comments had been included. Cllr Mel Carr to keep Cllrs updated and it was agreed that if such comments had been included as conditions that a further letter be submitted to Mr Stephen Reed of DCC.

5. Reports:

None.

6. Correspondence:

6.1 Ceddesfeld Hall (letter from Mr Tony Guest, SCA received 28th January 2019):

Prior to the meeting the Clerk had circulated to all a letter from Mr Tony Guest of the SCA received on 28th January 2019 in which he was trying to ascertain whether the Town Council would be interested in joint working with the SCA to improve customer awareness of the position and facilities of the Parish Hall, Town Council Offices and Ceddesfeld Hall. Such improvements could include direction signs, lighting and place name signs within the village and possibly on the close out skirts. If there was an interest it was hoped that this could result in schemes which are complimentary

and provide a consistent approach across the Town's Conservation Area. Cllrs considered Mr Guest's suggestion and agreed in principle that this was a good idea and could be a good opportunity to seek grant funding. It was agreed that an initial brainstorming meeting be scheduled and once ideas had been gathered that it was essential to include DCC's Conservation Officer to ensure that all ideas were considered appropriate. Cllr Gloria Wills said that whilst she welcomed this proposal and brainstorming session she reminded all that the Town Council has a much bigger piece of work is required in relation to village green including parking on village green, driving on areas of village green etc.

RESOLVED:

The Clerk to liaise with Mr Tony Guest to schedule an initial brainstorming meeting and then issue an invitation to all Cllrs.

6.2 St Edmund's Church (letter from Mrs Julia Rowsby dated 7th January 2019):

Prior to the meeting the Clerk had forwarded to all a letter from Mrs Julia Rowsby of the District Church Council dated 7th January 2019 in which permission was sought to place a banner on the War Memorial fence for Church events planned in 2019. It is envisaged that for 2019 this will only be for Mothering Sunday and signage will be displayed for a maximum of 2 weeks. Mrs Rowsby confirmed that permission will be sought from the District Church Council on an annual basis. Cllrs approved this request on the basis that signage is no bigger than that used by the Town Council's for its Snow Party event and that signs are removed immediately after an event. Cllr Allan Blakemore also requested the Clerk notify the Village Veterans as a courtesy.

RESOLVED:

The Clerk to duly inform Mrs Rowsby and the Village Veterans.

The Chair thanked everyone for attending and closed the meeting at 7.28pm.