

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at **Stanley Civic Hall**, Front Street, Stanley on **Tuesday 22nd September 2015 at 6.30pm**

PRESENT: J Nicholson* C Bell A Clegg G Graham C Thompson
 W Nixon T Davinson D McMahon D Tully L Elliott
 D Marshall L Marshall D Walker J Charlton B Nair
 M Wilkinson

*Chairman

OFFICER: Alan Shaw (Town Clerk)

IN ATTENDANCE: 4 members of the Public

ABSENT: Cllr C McKee

281 APOLOGIES

Apologies received from Cllrs R Ferris, R Harrison and D Mills were accepted by Council.

282 DECLARATIONS OF INTEREST

Cllr Charlton declared an interest as a member of Durham County Council. Cllr Bell declared an interest as Chair of Stanley Traders' Association.

283 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Chair wished Cllr McMahon a Happy Birthday. She also congratulated Tanfield Village on their recent Gold Award in Northumbria in Bloom. The Chair reminded Members and the members of the public present at the meeting to turn their mobile phones off or set them to silent. The Chair noted that 2 persons present were taking audio recordings the meeting.

284 PUBLIC PARTICIPATION

There were no questions from members of the public in attendance. No written questions were submitted prior to the meeting.

285 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr A Clegg, seconded by Cllr W Nixon and **RESOLVED** that the minutes of the Ordinary Council Meeting held on 25th August 2015 be approved as a correct record and signed by the Chair.

286 MINUTES OF COMMITTEE MEETINGS

It was proposed by Cllr W Nixon, seconded by Cllr A Clegg and **RESOLVED** that the minutes of Committee Meetings held in July 2015 be **RECEIVED** by Council.

287 RECOMMENDATIONS OF COMMITTEE MEETINGS

Council considered the recommendations from the Personnel Committee in relation to the draft appraisal policy.

It was proposed by Cllr L Marshall, seconded by Cllr T Davinson and **RESOLVED** that the Council adopt the draft policy, subject to the following changes:

- (a) The Chair, Vice-Chair and Personnel Committee Chair should appraise the Town Clerk.
- (b) The Civic Hall Manager should be appraised by the Town Clerk.

288 REPORT OF THE TOWN CLERK

Members **NOTED** the report from the Town Clerk on Current activities and matters of interest to the Council.

289 PACT HOUSE

PS Dave Clarke from South Moor Police Station gave a presentation to members in relation to the proposal to seek to take over the lease of the former Lloyds Bank building in Front Street and the potential users of the building.

Following the presentation, Cllr D Marshall declared a non-pecuniary interest as a member of the Royal British Legion.

It was proposed by Cllr A Clegg, seconded by Cllr B Nair and **RESOLVED** that the Town Council would set aside £7,000 to secure the lease of the building for a 4 year period. It was further **RESOLVED** that the Town Clerk be delegated authority to progress this matter.

290 COUNCIL IT (OFFICERS)

It was proposed by Cllr D McMahon seconded by Cllr D Walker that the Town Clerk be granted authority to update the Town Council's IT infrastructure and a budget of £4,500 be set aside to achieve this.

291 REFUGEES

Following a discussion, it was proposed by Cllr L Marshall, seconded by Cllr RB Nair and **RESOLVED** by majority vote that the Town Council should indicate it's willingness to participate in and offer support to any initiative in County Durham to support Syrian refugees.

292 CONSTITUTION - PLANNING COMMITTEE

Following a discussion, it was proposed by Cllr R Harrison, seconded by Cllr B Nixon and **RESOLVED** that the Council will reconstitute the Planning Committee as "Council in Committee". This would mean that all members of Council are also members of the Planning Committee.

293 CIVIC HALL - FEES, CHARGES, CHARITY RATES

Members gave consideration to the matters raised in relation to planned events at the Civic Hall. The following **RESOLUTIONS** were made:

(i) Wes Fagan

The applicant will be granted a one off reduction in fees of £694 for the booking and £25 per hour for additional hours. This is to reflect the fact that incorrect prices were quoted. Future bookings will be subject to the standard fees.

(ii) Oxhill Youth Club

There will be no change to the fees charged to Oxhill Youth Club for this year's performances. The fees can be reviewed as a whole during next year's budget setting process.

(iii) Homegroup

The request for free room accommodation within the Civic Hall is declined. The Civic Hall is primarily an entertainment, training and seminar venue and it's role should be focused on this type of activity. Homegroup should be signposted towards other possible providers.

(iv) Discounts

The current schedule of fees be amended to incorporate an across the board discount of 10% for Stanley residents and businesses and 20% for Charities. Users of the Hall who have already been granted a specific discount will not receive a further discount in addition to that already granted.

294 REQUEST FOR GRANT FUNDING - FIREWORKS

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that:

- (i) The statutory basis for this item is the Local Government Act 1972, s.145
- (ii) The Council will award grant funding of £10,000 to Stanley Events Ltd towards the provision of a free firework festival in Stanley.

295 ANNUAL RETURN

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that:

- (i) The statutory basis for this item is the Local Government Finance Act 1992, & The Accounts & Audit Regulations 2003 (as amended)
- (ii) Council **ACCEPTS** the report of the External Auditor and **NOTES** the recommendations therein.

296 EXCLUSION OF THE PRESS & PUBLIC

Cllr D McMahon requested an explanation of the reasons why it was proposed to exclude the public from the following item of business on the Agenda.

The Town Clerk advised Cllr McMahon that dependent on the decision of Council, there were legal ramifications for the Town Council and it would be detrimental to the public interest to consider these matters in public session.

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

297 STANLEY FRONT STREET HIGHWAY WORKS

Members **CONSIDERED** the report of the Town Clerk. It was **RESOLVED** that:

- (i) The statutory basis for this item be noted as the Local Government Act 1972, s.137.
- (ii) The Town Council will pay over £100,000 from its earmarked reserve towards the highways improvements immediately;
- (iii) A further contribution of £100,000 will be payable to Durham County Council in the next Financial Year (subject to confirmation by Council after the AGM);
- (iv) The remaining £25,000 will be held back subject to assurances by the County Council that remedial action will be taken in relation to the visual defects in the works in Front Street.

MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL
Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 1st September 2015 at 6.30pm

PRESENT: Cllr R Harrison* Cllr D Mills Cllr D Walker Cllr A Clegg
Cllr M Wilkinson Cllr B Nair Cllr G Graham Cllr J Nicholson
Cllr W Nixon Cllr J Charlton

*Chairman

OFFICERS: Brian Hall (Community Services Officer)
Nicola James (PA to the Town Clerk)

IN ATTENDANCE: Cllr D Tully

239 **APOLOGIES**

Apologies received from Councillors L Elliott and L Marshall were accepted by the Committee.

240 **DECLARATIONS OF INTEREST**

Cllr Charlton declared an interest as a member of Durham County Council.

241 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman asked if Members would please address the Chair before they spoke on an item.

242 **PUBLIC PARTICIPATION**

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

243 **CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Planning Committee meeting held on 7th July 2015.

244 **STAFF CONTRACTS**

Members considered the template from the Town Clerk.

It was **RESOLVED** that the Committee approve the Contract template subject to the following changes:

Item 9.1 – leave number of hours blank

Item 19.2 – apply in writing to the Chair or Vice-Chair if the grievance is regarding the Chair

Item 19.3 – same as above

The contract should be signed by the Chair, Clerk and Employee

245 REVIEW OF COUNCIL OPERATIONS – UPDATE

Members noted that update from the Town Clerk and were happy with the Town Clerks proposed order of priority to work through the remaining items.

246 APPRAISAL POLICY

Members were happy with the draft appraisal policy submitted by the Town Clerk subject to the following changes:

The Chair, Vice-Chair and Personnel Committee Chair appraise the Clerk

The Personnel Committee Chair and the Clerk appraise the Civic Hall Manager

247 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 6th October 2015, 6.30pm, Stanley Civic Hall

MINUTES of the PLANNING COMMITTEE MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 1st September 2015 at 6.00pm

PRESENT: Cllr W Nixon* Cllr R Harrison Cllr C Thompson Cllr D Walker
 Cllr G Graham Cllr J Nicholson Cllr M Wilkinson Cllr D Mills
 Cllr A Clegg Cllr J Charlton Cllr D Tully

*Chairman

OFFICERS: Brian Hall (Community Services Officer)
 Nicola James (PA to the Town Clerk)

232 APOLOGIES

Apologies received from Councillor L Elliott, D Marshall and L Marshall were accepted by the Committee.

233 DECLARATIONS OF INTEREST

Cllr Charlton declared an interest as a member of Durham County Council.

234 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

235 PUBLIC PARTICIPATION

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

236 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr D Walker, seconded by Cllr C. Thompson and **RESOLVED** that the Committee approve the minutes of the Planning Committee meeting held on 4th August 2015.

237 PLANNING APPLICATIONS

Members considered the planning application received from Mr Paul Montgomery, to change the use of 17-29 Station Road from former social club to mixed use including bar, live music venue and function venues.

It was **RESOLVED** that the Committee object to the change of use as the hours are not suitable for the local residents.

238 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 6th October 2015, 6.30pm, Stanley Civic Hall

MINUTES of the CRIME AND COMMUNITY SAFETY COMMITTEE MEETING OF STANLEY TOWN COUNCIL Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 2nd September 2015 at 6.00pm

PRESENT: Cllr C Bell* Cllr L Elliot Cllr C Thompson Cllr D Walker
Cllr G Graham Cllr J Nicholson Cllr D Mills Cllr J Charlton
Cllr W Nixon

*Chair

OFFICERS: Brian Hall (Community Services Officer)

248 APOLOGIES

Apologies received from Councillor R Ferris were accepted by the Committee.

249 DECLARATIONS OF INTEREST

Cllr Charlton declared an interest as a member of Durham County Council, Cllr Bell an interest in the traders association.

250 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

251 PUBLIC PARTICIPATION

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

252 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr D Walker, seconded by Cllr W Nixon and **RESOLVED** that the Committee approve the minutes of the Crime and Community Safety Committee meeting held on 8th July 2015.

253 TETHERING OF HORSES

Mark Ferren from Durham County Council spoke to members about current legislation regarding tethered and stray horses and DCC policy.

254 ROAD SAFETY AT NIGHT FOR SCHOOL CHILDREN

It was **RESOLVED** that this would not be continued with due to costs and that the items would not be used by children.

255 LOCKABLE BIN LIDS

Lee Brown from Durham Fire Service spoke to members about the provision of bin locks in the East Stanley area. The sum requested was greater than the current balance in the committee funds. It was noted that although all the premises targeted were Derwent Homes houses, Derwent Homes had not so far contributed to this project. It was DECIDED that a letter should be sent to Derwent Homes inviting them to make a contribution along with STC to this project.

256 DOG FOULING PREVENTION

The committee was unsure of the effectiveness of the 'Pink Poo' spray campaign and in view of the cost implication it was DECIDED not to proceed with this project.

257 UPDATES ON CURRENT INITIATIVES

SGT Dave Clarke of Stanley NPT spoke to the committee about an online survey and competition he recently carried out of young people in the area following 'The Word' event. He had received good feedback from around 70 young people and planned to hold an event at the Civic Hall for food and prizes for the participants.

He then went on to talk about the Youth Café, the Tommy Armstrong centre had given notice to quit and they needed new premises. SGT Clarke had identified the old Lloyds Bank building on Front Street as suitable for a new community building which could be used to house the Youth Café as well as the food bank, clothing bank, men's group, community café, etc. A number of other agencies had expressed an interest and Kevan Jones MP had signaled his support.

It was AGREED that the committee would support SGT Clarke with this project and would explore ways of providing financial support.

Brian Hall spoke to the committee about Social Sense an organization who specialize in working with young people through smart phone apps consulting and promoting social norms, British values, tackling anti-social behavior, etc. the committee felt that this may duplicate some of the work SGT Clarkes project would be doing and was AGREED that the Social Sense project should not be continued at this time.

258 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 7th October 2015, 6.30pm at the Civic Hall

MINUTES of the COMMUNICATIONS & EVENTS COMMITTEE MEETING of STANLEY TOWN COUNCIL Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 8th September 2015 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr L Marshall Cllr C Bell
 Cllr D Tully Cllr R Harrison Cllr D McMahon Cllr J Nicholson
 Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)

2 members of the public were in attendance at the meeting

259 APOLOGIES

None

260 DECLARATIONS OF INTEREST

Cllr Bell declared an interest as the Chairman of the Traders' Association.

261 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

Cllr Mills thanked everybody who had participated in the organisation and delivery of the many successful events that the Town Council and partners had staged over the course of the Music Festival. He also stated for the record that the issue with licensing that caused the unfortunate cancellation of the outdoor cinema event was not due to any act or omission of the Town Council.

The Town Clerk reminded members that the meeting was being recorded by Cllr Nixon.

262 PUBLIC PARTICIPATION

One of the members of public present requested permission to ask questions as matters on the agenda were considered. The Chair agreed this would be acceptable.

263 CONFIRMATION OF MINUTES

It was proposed by Cllr W Nixon, seconded by Cllr R Harrison and **RESOLVED** that the minutes of the Communications & Events Committee meeting held on 14th July 2015 be approved as a correct record and signed by the Chairman.

264 EVENTS WORKING GROUPS

(i) Music - The Chairman moved that a special meeting should be convened to review the Music Festival events on 29th September 2015 when more information could be tabled for discussion by members. The motion was seconded by Cllr D Tully and it was RESOLVED that a meeting be convened on 29th September at 6.30 pm to consider the Music Festival in more detail.

(ii) Christmas - Claire Howe gave members an update in relation to progress on the preparations for the Xmas celebrations. A detailed report to be circulated with the minutes.

(iii) Cycling - Brian Hall has arranged to meet with Ed Tutty on 20th September to discuss options with a view to a fuller options paper being produced for the Comms meeting in October.

265 REVIEW & FEEDBACK OF RECENT EVENTS

(i) **Moria Con** - The event was extremely well attended with 1,200 people counted in and out of the hall on the day. The feedback has been excellent. Members congratulated the organisers and hope the event will return in 2016.

(ii) **Chairman's Awards Night** - The evening was a success despite the unplanned evacuation of the building due to a fire alarm. The Beamish choir provided wonderful entertainment and there was genuine appreciation of the recognition from the recipients of the awards.

(iii) **Blooming Good Fun** - 20 entries were received this year up from 12 in 2014. The standard has been high and the judging has been done. An awards night is planned on 26th October 2015 in the Civic Hall.

266 FARMERS MARKET

Cllr Tully advised Committee that a meeting had been held with the operator of the Durham indoor market with a view to arranging a farmer's market to coincide with the Horticultural Show and Scarecrow Festival. Unfortunately it would not be possible to put a farmer's market together for this event as the traders were already committed to other events on that date. However, there is some scope to bring a farmer's market to Stanley for a future event and this can be taken forward.

267 MEMBERS' IT

The Town Clerk advised Committee that the devices had been delivered and were in the process of being configured. They should be delivered to members before the Ordinary Council meeting on 22nd September.

268 STANLEY PRIDE

Cllr Wilkinson advised members that she had arranged to meet with Lee Brannigan to discuss ideas and would report back to Committee in due course.

269 CIVIC HALL EVENTS

Claire Howe advised members of planned events in the Civic Hall. A number of musical events are planned based on a ticket split with the acts so the financial risk to Council is limited.

It was moved by Cllr D McMahon, seconded by Cllr D Mills and RESOLVED that Claire Howe and the Town Clerk be tasked with obtaining quotes on the cost of getting the Cinema capability of the Civic Hall restored with a full size screen.

270 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 29th September 2015, 6.30pm, Stanley Civic Hall

CLOSURE

The meeting was closed by the Chair at 19.49

MINUTES of the FINANCE COMMITTEE MEETING of STANLEY TOWN COUNCIL
Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 9th September 2015 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Tully Cllr D Mills Cllr R Harrison
Cllr D Marshall Cllr B Nair Cllr C Bell Cllr J Nicholson
Cllr W Nixon

*Chair

OFFICERS: Alan Shaw (Town Clerk)

271 **APOLOGIES**

Apologies received from Cllrs C Bell and D Marshall were accepted by the Committee.

272 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

273 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman apologised to Members for the late tabling of some of the papers for the Committee and explained that this was because he wished to discuss them with the Town Clerk before they were circulated to members of Committee.

274 **PUBLIC PARTICIPATION**

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

275 **CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 15th July 2015 be approved as a correct record and signed by the Chairman.

276 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was **RESOLVED** that the Schedule of Payments for August 2015 be **APPROVED**. Members asked for further information to be provided at a future meeting in relation to the following items:

- (i) Unreconciled Payments: There are payments appearing on the list from 2014. Can these payments be written off.
- (ii) There are multiple unreconciled payments to the same people (e.g. Tanfield Lea Partnership). The reasons for this should be investigated.
- (iii) More detail to be provided in relation to items recorded as 'Purchase Payments'.
- (iv) It was proposed by Cllr B Nair, seconded by Cllr D Mills and **RESOLVED** that alternatives to using the Stanley & Consett Advertiser for publicity and

promotion be investigated due to the high cost of advertising in this publication.

- (v) It was proposed by Cllr J Nicholson, seconded by Cllr R Harrison and **RESOLVED** that a review of mobile phone charges be brought forward to a future meeting for consideration.

277 **BUDGETARY CONTROL TO 31st AUGUST 2015**

Committee **NOTED** the report with no further action required at this time.

278 **CIVIC HALL BAR INCOME & STOCK FIGURES**

Members **NOTED** the information provided. The Town Clerk advised members that the vast majority of events in the Hall were private hires and that staffing levels provided for each event would vary according to the type of event and the expected activity in the bar for each event, therefore estimating profit against overheads for any given event was quite time-consuming.

279 **CIVIC HALL BUSINESS PLAN**

Committee considered the draft Business Plan prepared by the Civic Hall Manager. Members noted that the Document provided was a not a full business plan as it related to the Coffee shop only. Members **RESOLVED** that further information would be required before further decisions could be made, in particular:

- (i) Coffee Shop. More detail needs to be provided in relation to staffing costs; overheads (like utilities/ rates etc); cost of stock and consumables; details of expected profit margins; more information about where the projected turnover had come from and a consideration of different options for provision of the facility, i.e. direct provision vs employing outside caterers to provide the service vs letting the concern as a concession.
- (ii) Hall/ Hireable spaces. No information provided about current % usage, options to increase usage and the staffing/ overhead implications of doing so. A full Business Plan should include this information.

280 **DATE, TIME AND VENUE OF NEXT MEETING**

Wednesday, 14th October 2015, 6.30pm at the Civic Hall

MINUTES of the PLANNING COMMITTEE MEETING OF STANLEY TOWN COUNCIL
 held at Stanley Civic Hall, Front Street, Stanley on Tuesday 29th September 2015 at 6.00pm

PRESENT: Cllr W Nixon* Cllr R Harrison Cllr C Thompson Cllr B Nair
 Cllr J Nicholson Cllr C Bell Cllr M Wilkinson Cllr D Mills
 Cllr L Marshall Cllr R Ferris Cllr D McMahon Cllr J Charlton
 Cllr D Tully

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)

IN ATTENDANCE: 9 members of the public.

298 APOLOGIES

Apologies received from Councillor D Walker were accepted by the Committee.

299 DECLARATIONS OF INTEREST

None.

300 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman noted that the Clerk had received an emailed from Mandy English, which stated that there will be an updated Planning Application submitted to replace the current one.

301 PUBLIC PARTICIPATION

Members of the public in attendance were from the neighbouring street, Joicey Gardens. Their spokesperson noted a letter of concern which they have written to Steve France. Some of the concerns that they had were:

1. Inadequate parking
2. Capacity of training rooms and offices
3. Traffic
4. Noise
5. Times of courses and numbers of people
6. Smokers outside being able to see into the Joicey Gardens residents windows
7. What are the residents ‘in recovery’ from?
8. Are the residents free to come and go?

The Town Clerk noted that he would pass these concerns to Steve France.

302 **CONFIRMATION OF MINUTES**

It was proposed by Cllr R Harrison, seconded by Cllr C Thompson and **RESOLVED** that the Committee approve the minutes of the Planning Committee meeting held on 1st September 2015.

303 **PLANNING APPLICATIONS**

Members considered the planning application received from Mr John-Paul Gardner, to convert former car home to 18 private residential flats, 3 training rooms and external renovation at Stanfield House.

It was **RESOLVED** that the Committee **OBJECT** to the application due to insufficient information.

304 **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 6th October 2015, 6.00pm, Stanley Civic Hall

MINUTES of the COMMUNICATION AND EVENTS COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Tuesday 29th September 2015 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr L Marshall Cllr C Bell
Cllr D Tully Cllr R Harrison Cllr D McMahon Cllr J Nicholson
Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)

IN ATTENDANCE: Cllr R Ferris, 5 members of the public

305 APOLOGIES

None.

306 DECLARATIONS OF INTEREST

Cllr C Bell declared her interest as Chair of Stanley Traders' Association.

307 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

308 PUBLIC PARTICIPATION

The Chairman noted that members of the public in attendance were open to contribute to the meeting during the review of music festival events.

309 CONFIRMATION OF MINUTES

It was proposed by Cllr W Nixon, seconded by Cllr R Harrison and **RESOLVED** that the Committee approve the minutes of the Communication and Events Committee meeting held on 8th September 2015.

310 REVIEW OF MUSIC FESTIVAL EVENTS

Cllr L Marshall noted that she had not received any emails from the office in relation to the festival of music events. The Clerk noted that this was due to IT issues and that this will no longer be a problem.

Buskers – it was noted all round that the buskers did a fantastic job, especially Chloe who stood out.

Pubs & Clubs – members noted that the pubs did not advertise that STC were funding their performers, as requested. This could be easily rectified next time by providing the pubs with a blank poster with STC branding. Brilliant feedback was received from the South Causey Inn.

Karaoke – it was agreed that the lack of publicity for this event lead to low attendance figures. 1 night clashed with an event at the bowls, 1 night clashed with an event at Montys. Cllr L Marshall requested bar profit to be provided for this event. The Clerk noted that making a profit during the festival of music was not the aim. The figures provided for this committee to discuss were just to show the scale of each event. If this even was to return, there would need to be some changes.

Fringe Poetry Day – Kevin Reay thanked STC for their contribution to this event. There was good attendance, at least 50-80 people. There was great feedback from the audience and the performers, and there are plans to hold this event again.

2nd Wind – This event was poorly attended however better advertising is needed in future.

Fool's Gold – Steve Robson from Fool's Gold thanked STC for allowing these shows to happen. He noted that they really enjoyed it, as did everyone who attended.

Joan Smith – Joan thanked STC for the opportunity. She really enjoyed visiting the care homes and entertaining the residents. She had a full house at most of the homes and entertained at least 200 people.

Alice's Party in the Park – Cllr M Wilkinson noted that the event went well. There were over 300 people there, and it was suggested that the event be ticketed next time to monitor how much food was being given out. Cllr L Marshall requested that if this goes ahead again, that SAG approval be sought. She also requested that schools be involved.

Tea in the Park – Cllr D Mills noted that this was a fantastic event but it was not well attended. Next time costs could be reduced with plenty planning. There is lots of want for this type of event in Stanley.

Blues Event – Cllr D McMahon noted that this event went well and was well received. The Town Clerk noted 1 legal issue, that the term 'Stanley Blues Festival' was a registered trademark. Cllr L Marshall noted that there were no STC banners at the event. STC need to order more and ensure they are at all events. 2483 people attended.

Kids Films at the Civic Hall – 387 attended Frozen, 115 attended Maleficent, and 129 attended Paddington.

Outdoor Cinema – it was a shame that licences couldn't be obtained in time and this had to be cancelled.

Members agreed to consider the comments made and come back to the next meeting to discuss ideas for 2016-17.

Tuesday 13th October 2015, 6.30pm, Stanley Civic Hall

MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL
held at Stanley Civic Hall, Front Street, Stanley on Tuesday 6th October 2015 at 6.30pm

PRESENT: Cllr R Harrison* Cllr G Graham Cllr J Nicholson Cllr W Nixon
Cllr J Charlton

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)

312 **APOLOGIES**

Apologies received from Councillors D Mills, A Clegg, C Bell and M Wilkinson were accepted by the Committee.

313 **DECLARATIONS OF INTEREST**

Cllr Charlton declared an interest as a member of Durham County Council.

314 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman asked if Members would please address the Chair before they spoke on an item.

315 **PUBLIC PARTICIPATION**

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

316 **CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr W Nixon, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Personnel Committee meeting held on 1st September 2015.

317 **BUDGET SETTING 2016/17**

Members considered the need for a budget for training for members and staff.

It was proposed by Cllr W Nixon, seconded by Cllr J Charlton and **RESOLVED** that the Committee recommend a £4000 budget for STC staff, a £4000 budget for Civic Hall staff and a £2000 budget for Members.

318 **SICKNESS ABSENCE POLICY**

The Town Clerk noted that he had not finished the sickness absence policy. Members approved the idea of a 3 stage sickness absence policy. Members also

approved the changes recommended by the Town Clerk in relation to the trigger points. The Town Clerk noted he will bring the completed policy to Full Council. It was proposed by Cllr J Charlton, seconded by Cllr G Graham and **RESOLVED** that the policy be adopted by Council.

319 **EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

320 **APPOINTMENT OF EVENTS MANAGER**

The Town Clerk noted that following the scoring of the application forms received for Events Manager, there were 5 candidates suitable for interview. The Town Clerk proposed that interviews for senior posts be done by Full Council, interviews for second tier posts be looked at by the Personnel Committee and delegated to the Town Clerk as appropriate.

It was proposed by Cllr W Nixon, seconded by Cllr G Graham and **RESOLVED** that 5 candidates be interviewed, Cllr R Harrison will withdraw from the interviews as one of the successful candidates is his daughter, and that the Town Clerk will pick a date and time for interviews and will invite the Personnel committee to sit on the interviews.

321 **DATE, TIME AND VENUE OF NEXT MEETING**

3rd November 2015, 6.30pm, Stanley Civic Hall

MINUTES of the CRIME AND COMMUNITY SAFETY COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Wednesday 7th October 2015 at 6.00pm

PRESENT: Cllr C Bell* Cllr C Thompson Cllr D Walker Cllr G Graham
 Cllr J Nicholson Cllr J Charlton

*Chair

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 Brian Hall (Community Services Officer)

IN ATTENDANCE: Cllr D Tully
 PC Craig Johnson
 PCSO Mark Lumsden

322 APOLOGIES

Apologies received from Cllr L Elliott were accepted by the Committee.

323 DECLARATIONS OF INTEREST

Cllr Charlton declared an interest as a member of Durham County Council.

324 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman expressed sympathy for the loss of the Police Officer from Liverpool.

325 PUBLIC PARTICIPATION

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

326 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr J Charlton, seconded by Cllr C Thompson and **RESOLVED** that the Committee approve the minutes of the Crime and Community Safety Committee meeting held on 2nd September 2015.

327 MINI POLICE

PC Craig Johnson delivered a presentation to members in relation the the 'Mini Police' scheme that is in operation in Aykley Heads.

It was proposed by Cllr D Walker, seconded by Cllr C Thompson and **RESOLVED** that the Committee will provide funding from the 2015-16 budget to allow the Mini Police to be in 4 schools in the Stanley area.

328 BUDGET SETTING 2016/17

Members decided that they would like the Town Clerk to cost up the following projects:

- OTIS
- Youth Council
- Blooming Good Fun
- Police Car Funding
- PACT House

Members decided not to continue with the following projects:

- Pink Poo
- The Word
- Lockable Bin Lids
- High Visibility Clothing
- Wild Flowers

Members decided that any budget for the Community Consultation should come from Full Council rather than this committee.

329 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 4th November 2015, 6.30pm at the Civic Hall

MINUTES of the COMMUNICATION AND EVENTS COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Tuesday 13th October 2015 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr L Marshall Cllr D Tully
 Cllr D McMahon Cllr J Nicholson Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Brian Hall (community services officer)

IN ATTENDANCE: 3 members of the public.

330 APOLOGIES

Apologies received from Cllrs C Bell and R Harrison were accepted by the Committee.

331 DECLARATIONS OF INTEREST

None

332 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

333 PUBLIC PARTICIPATION

The Chairman noted that members of the public in attendance were open to contribute to the meeting

334 CONFIRMATION OF MINUTES

It was proposed by Cllr W Nixon, seconded by Cllr L Marshall and **RESOLVED** that the Committee approve the minutes of the Communication and Events Committee meeting held on 29th September 2015.

335 BUDGET SETTING 2016/17

- (i) **Music Festival**
- Tea in The Park – Cllr Nicholson noted that while the event was not particularly well attended but those who did attend were impressed. Cllr Mills suggested around £2000 would be required to repeat the event in 2016 but better publicity and a better day (weekend) would be preferable for a future event. It was proposed by Cllr W Nixon, seconded by Cllr M

Wilkinson and **RECOMMENDED** unanimously that this event should be supported next year.

- Blues Event (funding only) – Cllr L Marshall suggested that it should be supported, that the blues event will go ahead anyway but the question was does the Council wish to support it? It is one of the biggest events Stanley has.
The Town Clerk noted that this was new information as he was not previously aware that the blues event would be put on without funding from STC.
Cllr Nicholson noted that this music event was the largest grant that STC gave out, an average of £15000, that around 3000 attended and questioned whether it was the right event for the Council to be funding.
Cllr Nixon suggested that if the event would go ahead anyway then money could be spent on other events.
Cllr Marshall moved that this item be a named vote.
Cllr Nixon proposed that no funding be set aside to providing a large music event this year but used for something else. The motion was seconded by Cllr Tully. In favour Cllrs Mills, Nicholson, Wilkinson against Cllr L Marshall, therefore the **RECOMMENDATION** of Committee is not to fund a large music event in 2016.
- Pubs and clubs – Cllr Mills noted that there had been very little feed back and an investment of £5000 was a considerable amount of the music budget he would recommend we do **not** repeat this.
Cllr Tully moved that all subsequent votes on this agenda be named votes.
It was proposed by Cllr Nicholson, seconded by Cllr Nixon and **RECOMMENDED** unanimously that this would not be repeated.
- Karaoke – it was noted by Cllr Mills that very few people attended the 3 events, and even at only £750 it was expensive per person It was proposed by Cllr Nixon, seconded by Cllr Nicholson and **RECOMMENDED** unanimously that this should not be repeated in 2016.
- Fringe – All members present agreed this had been a successful event, it was proposed by Cllr Mills, seconded by Cllr Wilkinson and **RECOMMENDED** unanimously that this should be supported in 2016.
- Outdoor Cinema – it was thought that an officer should look into the potential risks of putting on an outdoor cinema, perhaps as part of another event and report back. It was proposed by Cllr Mills seconded by Cllr Nixon and **RECOMMENDED** unanimously that it should be a possible event next year.
- View Lane Community Day – The Chairman directed that this matter should be considered see item (viii) below
- 2nd Wind – proposed by Cllr Tully and seconded by Cllr Mills that this would be repeated **RECOMMENDED** unanimously to run again Mr. Shaw noted that we should check with civic hall to ensure events fit in.
- Fools Gold – Joan Smith (civic hall and old folk's homes) Cllr Nixon noted that they had a great impact in the old folks homes and at Tanfield

Community Centre it was proposed by Cllr Nixon seconded by Cllr Nicholson and **RECOMMENDED** this should be continued.

- (ii) Fireworks (funding only) – Cllr Mills noted that STC had funded it for 3 years proposed funding should not continue seconded by Cllr Nixon, Cllr Nicholson, Cllr Tully, Cllr Wilkinson vote not to continue. Cllr Marshall voted to keep funding. **CARRIED**
- (iii) MoriaCon (funding only) – all **RECOMMENDED** it had been a great success, proposed by Cllr Nicholson and seconded by Cllr Nixon that funding should be continued, it was **RECOMMENDED** unanimously to continue.
- (iv) Christmas lights – it was proposed by Cllr Mills, seconded by Cllr Nicholson and **RECOMMENDED** unanimously to continue funding Christmas events.
- (v) Cycling Event Brian Hall spoke about a potential cycle event for early next year, preliminary enquiries indicate it had good potential, should be able to provide figures for next meeting. It was proposed by Cllr Mills seconded by Cllr Nixon and **RECOMMENDED** unanimously to support this
- (vi) Golf event – proposed by Cllr Tully seconded by Cllr Nixon **RECOMMENDED** unanimously for officer progression to take forward

Projects put forward for consideration for 2016/17

- (i) Armed forces day (June) – Brian Hall has met with George McKay (Consett and area British Legion) who is willing to assist, working group to be set up. Cllr Nixon noted that all services should be represented. It was proposed by Cllr Nixon and seconded by Cllr Tully and **RECOMMENDED** unanimously to support this.
- (ii) Community radio – Mr. Shaw noted that this initiative was put forward by Cllr McMahon who was not present and it was **RECOMMENDED** that decision should be delayed until he could present the information.
- (iii) Community contacts – a suggestion put forward by Cllr McMahon that a data base be compiled of e-mail addresses and phone numbers of local residents who would be happy to receive targeted advertising about council events etc. Mr. Shaw noted that the website should be used to capture addresses. It was proposed by Cllr Mills seconded by Cllr Nicholson and **RECOMMENDED** unanimously to support this.
- (iv) Business Links – Mr. Shaw noted again that Cllr McMahon was not present and should be here to provide more information before a decision was made.
- (v) Community newsletter/Magazine – Mr. Shaw noted that this had been done in the past but that there was a place for a community news letter focusing on forthcoming events with information for residents who were not necessarily connected on the internet, the magazine should come out 3-4 times a year and should take advertising in order to become self funding. I was proposed by Cllr Nicholson seconded by Cllr Nixon and **RECOMMENDED** unanimously that this should be supported.
- (vi) Brass Festival – Cllr Mills noted that brass events had been put on in the past and were successful. Cllr Marshall noted that funding had been allocated in the past but details from organisers had been insufficient. She also noted that while brass band competitions could be hard work for the public, supporting local bands such as the Ever

- Ready Band, Craghead etc. playing their own compositions was a good idea. It was proposed by Cllr Mills seconded by Cllr Nicholson and **RECOMMENDED** that this should be supported.
- (vii) Community fun days – It was proposed by Cllr Wilkinson seconded by Cllr Mills and **RECOMMENDED** these should be supported
 - (viii) ‘Play in the park’ days – it was proposed by Cllr Nicholson seconded by Cllr Tully and **RECOMMENDED** unanimously that these should be supported
 - (ix) Remembrance Events – it was proposed by Cllr Tully seconded by Cllr Marshall and **RECOMMENDED** these should be supported

336 COMMUNITY CONSULTATION QUESTIONNAIRE

Members had a chance to look over the questions in the document, Mr. Shaw pointed out that it was important the right questions were asked and the correct methodology used. It was proposed by Cllr Nixon seconded by Cllr Mills and **RECOMMENDED** unanimously that the format of the Questionnaire was right and that all the engagement methods proposed should be should be funded by Full Council.

337 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 10th November 2015, 6.30pm, Stanley Civic Hall

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Wednesday 14th October 2015 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Tully Cllr D Mills Cllr R Harrison
 Cllr D Marshall Cllr B Nair Cllr W Nixon Cllr J Nicholson

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Derek Shingleton (Finance Manager)

338 APOLOGIES

Apologies were received from Cllr C Bell

339 DECLARATIONS OF INTEREST

Cllr D Marshall declared an interest in Graphic Print as the Council had used the company's services in the previous month. Committee agreed this would not prevent Cllr Marshall from participating in any business on this agenda.

340 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk advised Members that the migration of the current year accounts from the SAGE system was almost complete and the RBS system would be able to go live in the coming month. The Chairman and Members of the Committee thanked the Finance Manager for completing this significant piece of work in such a short time.

341 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

342 CONFIRMATION OF MINUTES

It was proposed by Cllr B Nair and **RESOLVED** by the Committee that future agendas should contain an item detailing the responses to questions raised by members of the Committee at the previous meeting as he had noted that some questions raised at the previous meeting were not dealt with specifically in the current meeting's papers.

It was proposed by Cllr W Nixon, seconded by Cllr J Nicholson and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 9th September 2015.

343 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Members **CONSIDERED** the report and asked a number of questions.

- * The Finance Manager explained why a number of cheque payments showed as credits and debits on the schedule of payments (cancelled and re-issued cheques)
- * An update was provided by the Finance Manager in relation to the charges for electricity and heating. He has been trying to get in touch with Jackie McConnell at Leisureworks as Durham County Council appear to be making payments to Leisureworks for utility contributions that should be coming to the Town Council. The Finance Manager hopes to have more progress to report to the next meeting of Committee. Members **REQUESTED** that the Finance Manager take the same opportunity to look into provision of a water meter and whether this could deliver savings for the Council.
- * Members **REQUESTED** clarification about payment relating to MIF reference 284.

It was **RESOLVED** that the payment of accounts for September 2015 be **APPROVED** and the Bank Reconciliation **NOTED**.

344 BUDGETARY CONTROL TO 30th SEPTEMBER 2015

Committee **NOTED** the Budgetary Control report for September 2015.

345 NEW BUDGET STRUCTURE

Members **CONSIDERED** the example reports that had been provided and discussed the budget coding structure of the new RBS accounts package.

It was **RESOLVED** that:

- (i) **Staffing Costs:** Casual and permanent staff costs should be presented on a separate budget line.
- (ii) **Income:** More specific codes should be used to break down income, i.e. Bar/ Hall Hire/ Events/ Ticket sales/ Misc.

346 COMMUNITY CONSULTATION QUESTIONNAIRE

Members **CONSIDERED** the draft questionnaire and the suggested methods of consultation.

Members **RECOMMENDED** that the approach proposed (i.e. a 2 stage questionnaire, 1 to identify issues and the second to priorities) should be taken forward and that it should be funded assuming costs were not prohibitive. The Committee also felt that if door knocking were to be used as an engagement tactic, it would need to be carried out by an independent third party contractor and not by members or staff of the Council to ensure impartiality.

347

DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 11th November 2015, 6.30pm, Stanley Civic Hall

STANLEY TOWN COUNCIL



Report of the Town Clerk

Prepared for Ordinary Council 27th October 2015

Prepared by: Alan Shaw, Town Clerk

15th October 2015

1. MINUTES

Members will notice that there are Minutes from 11 Committee meetings attached to this Agenda. The reason for this is that the system of minute numbering and reporting of minutes to full Council that was in place was confusing in terms of following decision making, made no sense chronologically and meant that minutes of decisions were not being published in the public domain until sometimes months after the meeting had taken place.

Issues:

- Each Committee had its own minute numbering, meaning that tracking decisions chronologically required cross-referencing across 6 separate minute books and leaping backwards and forwards.
- Agendas were being numbered using sub numbers with multiple decision points meaning that minutes and agendas did not necessarily have the same number of points on them or multiple decisions were contained within the same minute.
- Minutes were not published online until they had been approved.
- Recommendations from Committees to Council did not come with the Minutes of the meeting in question because only approved minutes were being put before Council.

Solutions:

- Agendas now contain no sub-points. Each item of business is separate and will have a corresponding minute.
- Minutes of Committees are now clearly recorded as either Recommendations or Resolutions depending on whether they are delegated to the Committee for decision or need full Council approval.
- The Minutes for the current year have been renumbered chronologically using simple consecutive numbers. Therefore, the first item of the AGM is minute number 1 and each Committee or Council meeting will be consecutively numbered in date order thereafter. This means that at the year end, the minutes for the past month will follow the current month's Agenda.

Implementing this solution has required 2 months of Committee meeting minutes to be brought to Council in this month, which is why there are so many sets of minutes attached to the current agenda.

2. RBS OMEGA - FINANCE SOFTWARE

The RBS financial software has now gone live and future finance reporting will be via this system.

3. REVIEW OF COUNCIL SERVICES UPDATE

The original report which members agreed in July stated that a report would be brought forward with Recommendations for September. It has not proved possible to complete this work within that timescale. Staff holidays, sickness absence and the number of meetings have made this impossible. An outline update against the agreed objectives is provided for members' information:

(i) FINANCE

- Statement of Internal Control - *has been looked at but not brought back to Council for consideration*
- Risk Register - *not done*
- Inventory & Asset Register - *Tasked but not completed*
- Insurances - *In place and in order*
- Budget Setting Process - *Under way at present*
- Procurement processes - *Have been reviewed and key staff advised of requirements*
- Budgetary Controls - *Budgets are under control but reporting will develop with new RBS system*
- Accountability & Transparency - *There is work on policies to be done here and information to be made available on public website*
- Administration of Project Finance, esp. MIF and Events - *New processes being implemented for events for 2016 and tightening of scrutiny of MIFs has been put in place*
- Integration of Civic Hall and Council financial systems - *In progress*

(ii) STAFF

- Job Descriptions, Person Specs and Terms of employment for all staff - *Contract has been reviewed, JDs need further review along with staffing structure: This has been deferred until first draft budget for 2016 has been discussed*
 - Staffing Structure, Pay and Grading - *see above*
 - Objective Setting, Performance Review and Staff Appraisal Scheme - *Appraisal policy has been written and approved, one to one meetings and objective setting beginning in anticipation of annual appraisals once work plan for 2016 agreed.*
-

- HR Policies including Sickness Absence, Capability, Discipline & Grievance - *Sickness Absence is at draft stage, Personnel Committee have agreed trigger levels. Engagement with Trade Unions has begun to agree a consultation process for future policy changes.*

(iii) DEMOCRATIC

- Constitution and Committee Structure - *Some minor changes have been made to Constitution. The Council has too many Committees. Personnel and Finance Committees in particular could be merged and the frequency of meetings reduced if members of Council trusted officers. A Strategy and Resources Committee to replace both meetings bi-monthly would be sufficient in the medium term., however some work needs to be done to satisfy outstanding concerns of members of these Committees before this proposal can be brought forward. The role of the Crime & Community Safety Committee needs to be reviewed - at present it does not have a clear programme and is neither producing enough outputs or performing a lobbying role effectively enough to justify the administration involved. The Communications & Events Committee needs to refocus - Members have to date been planning and delivering Events but the Communications strategy part of the brief is the area that should be focused on and has been neglected. Officers need to take a much stronger role in delivery of events with members performing a decision making role.*
- Format of Agendas and Minutes - *This has been completed.*
- Scheme of Delegation - *There is work to be done here. Members are reluctant to delegate powers to the Clerk, again this is a trust issue. Progress in this area will have to be incremental.*

(iv) INFORMATION TECHNOLOGY

- To ensure that the IT infrastructure of the Council and the Civic Hall is both fit for purpose and integrated. - *The IT infrastructure of the Council has been almost completely overhauled. The outstanding elements are networking the Civic Hall and the Town Council on the new server and fully integrating the financial management. This is in hand.*
 - To implement any required changes in a way which ensures business continuity. - *The new server has an uninterruptible power supply and is backed up to the cloud nightly. Most Town Council Officers are able to work remotely using the new computers in the event of loss of premises.*
-



Localism Act 2011

2011 CHAPTER 20

PART 1

LOCAL GOVERNMENT

CHAPTER 7

STANDARDS

27 Duty to promote and maintain high standards of conduct

- (1) A relevant authority must promote and maintain high standards of conduct by members and co-opted members of the authority.
- (2) In discharging its duty under subsection (1), a relevant authority must, in particular, adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
- (3) A relevant authority that is a parish council—
 - (a) may comply with subsection (2) by adopting the code adopted under that subsection by its principal authority, where relevant on the basis that references in that code to its principal authority's register are to its register, and
 - (b) may for that purpose assume that its principal authority has complied with section 28(1) and (2).
- (4) In this Chapter "co-opted member", in relation to a relevant authority, means a person who is not a member of the authority but who—
 - (a) is a member of any committee or sub-committee of the authority, or
 - (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

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- (5) A reference in this Chapter to a joint committee or joint sub-committee of a relevant authority is a reference to a joint committee on which the authority is represented or a sub-committee of such a committee.
- (6) In this Chapter “relevant authority” means—
- (a) a county council in England,
 - (b) a district council,
 - (c) a London borough council,
 - (d) a parish council,
 - (e) the Greater London Authority,
 - (f) the Metropolitan Police Authority,
 - (g) the London Fire and Emergency Planning Authority,
 - (h) the Common Council of the City of London in its capacity as a local authority or police authority,
 - (i) the Council of the Isles of Scilly,
 - (j) a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
 - (k) a police authority (in England or in Wales) established under section 3 of the Police Act 1996,
 - (l) a joint authority established by Part 4 of the Local Government Act 1985,
 - (m) an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009,
 - (n) a combined authority established under section 103 of that Act,
 - (o) the Broads Authority, or
 - (p) a National Park authority in England established under section 63 of the Environment Act 1995.
- (7) Any reference in this Chapter to a member of a relevant authority—
- (a) in the case of a relevant authority to which Part 1A of the Local Government Act 2000 applies, includes a reference to an elected mayor;
 - (b) in the case of the Greater London Authority, is a reference to the Mayor of London or a London Assembly member.
- (8) Functions that are conferred by this Chapter on a relevant authority to which Part 1A of the Local Government Act 2000 applies are not to be the responsibility of an executive of the authority under executive arrangements.
- (9) Functions that are conferred by this Chapter on the Greater London Authority are to be exercisable by the Mayor of London and the London Assembly acting jointly on behalf of the Authority.
- (10) In this Chapter except section 35—
- (a) a reference to a committee or sub-committee of a relevant authority is, where the relevant authority is the Greater London Authority, a reference to—
 - (i) a committee or sub-committee of the London Assembly, or
 - (ii) the standards committee, or a sub-committee of that committee, established under that section,
 - (b) a reference to a joint committee on which a relevant authority is represented is, where the relevant authority is the Greater London Authority, a reference to

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a joint committee on which the Authority, the London Assembly or the Mayor of London is represented,

- (c) a reference to becoming a member of a relevant authority is, where the relevant authority is the Greater London Authority, a reference to becoming the Mayor of London or a member of the London Assembly, and
- (d) a reference to a meeting of a relevant authority is, where the relevant authority is the Greater London Authority, a reference to a meeting of the London Assembly;

and in subsection (4)(b) the reference to representing the relevant authority is, where the relevant authority is the Greater London Authority, a reference to representing the Authority, the London Assembly or the Mayor of London.



Localism Act 2011

2011 CHAPTER 20

PART 1

LOCAL GOVERNMENT

CHAPTER 7

STANDARDS

28 Codes of conduct

- (1) A relevant authority must secure that a code adopted by it under section 27(2) (a “code of conduct”) is, when viewed as a whole, consistent with the following principles—
 - (a) selflessness;
 - (b) integrity;
 - (c) objectivity;
 - (d) accountability;
 - (e) openness;
 - (f) honesty;
 - (g) leadership.
- (2) A relevant authority must secure that its code of conduct includes the provision the authority considers appropriate in respect of the registration in its register, and disclosure, of—
 - (a) pecuniary interests, and
 - (b) interests other than pecuniary interests.
- (3) Sections 29 to 34 do not limit what may be included in a relevant authority’s code of conduct, but nothing in a relevant authority’s code of conduct prejudices the operation of those sections.
- (4) A failure to comply with a relevant authority’s code of conduct is not to be dealt with otherwise than in accordance with arrangements made under subsection (6); in

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particular, a decision is not invalidated just because something that occurred in the process of making the decision involved a failure to comply with the code.

- (5) A relevant authority may—
 - (a) revise its existing code of conduct, or
 - (b) adopt a code of conduct to replace its existing code of conduct.
- (6) A relevant authority other than a parish council must have in place—
 - (a) arrangements under which allegations can be investigated, and
 - (b) arrangements under which decisions on allegations can be made.
- (7) Arrangements put in place under subsection (6)(b) by a relevant authority must include provision for the appointment by the authority of at least one independent person—
 - (a) whose views are to be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate, and
 - (b) whose views may be sought—
 - (i) by the authority in relation to an allegation in circumstances not within paragraph (a),
 - (ii) by a member, or co-opted member, of the authority if that person’s behaviour is the subject of an allegation, and
 - (iii) by a member, or co-opted member, of a parish council if that person’s behaviour is the subject of an allegation and the authority is the parish council’s principal authority.
- (8) For the purposes of subsection (7)—
 - (a) a person is not independent if the person is—
 - (i) a member, co-opted member or officer of the authority,
 - (ii) a member, co-opted member or officer of a parish council of which the authority is the principal authority, or
 - (iii) a relative, or close friend, of a person within sub-paragraph (i) or (ii);
 - (b) a person may not be appointed under the provision required by subsection (7) if at any time during the 5 years ending with the appointment the person was—
 - (i) a member, co-opted member or officer of the authority, or
 - (ii) a member, co-opted member or officer of a parish council of which the authority is the principal authority;
 - (c) a person may not be appointed under the provision required by subsection (7) unless—
 - (i) the vacancy for an independent person has been advertised in such manner as the authority considers is likely to bring it to the attention of the public,
 - (ii) the person has submitted an application to fill the vacancy to the authority, and
 - (iii) the person’s appointment has been approved by a majority of the members of the authority;
 - (d) a person appointed under the provision required by subsection (7) does not cease to be independent as a result of being paid any amounts by way of allowances or expenses in connection with performing the duties of the appointment.
- (9) In subsections (6) and (7) “allegation”, in relation to a relevant authority, means a written allegation—

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- (a) that a member or co-opted member of the authority has failed to comply with the authority's code of conduct, or
 - (b) that a member or co-opted member of a parish council for which the authority is the principal authority has failed to comply with the parish council's code of conduct.
- (10) For the purposes of subsection (8) a person ("R") is a relative of another person if R is—
- (a) the other person's spouse or civil partner,
 - (b) living with the other person as husband and wife or as if they were civil partners,
 - (c) a grandparent of the other person,
 - (d) a lineal descendant of a grandparent of the other person,
 - (e) a parent, sibling or child of a person within paragraph (a) or (b),
 - (f) the spouse or civil partner of a person within paragraph (c), (d) or (e), or
 - (g) living with a person within paragraph (c), (d) or (e) as husband and wife or as if they were civil partners.
- (11) If a relevant authority finds that a member or co-opted member of the authority has failed to comply with its code of conduct (whether or not the finding is made following an investigation under arrangements put in place under subsection (6)) it may have regard to the failure in deciding—
- (a) whether to take action in relation to the member or co-opted member, and
 - (b) what action to take.
- (12) A relevant authority must publicise its adoption, revision or replacement of a code of conduct in such manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area.
- (13) A relevant authority's function of adopting, revising or replacing a code of conduct may be discharged only by the authority.
- (14) Accordingly—
- (a) in the case of an authority to whom section 101 of the Local Government Act 1972 (arrangements for discharge of functions) applies, the function is not a function to which that section applies;
 - (b) in the case of the Greater London Authority, the function is not a function to which section 35 (delegation of functions by the Greater London Authority) applies.



[See more information about this Guidance](#)

Guidance

The 7 principles of public life

Published 31 May 1995

Contents

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

NALC template code of conduct for parish councils (Final August version) For adoption by Parish and Town Councils

Introduction

Pursuant to section 27 of the Localism Act 2011, **STANLEY TOWN COUNCIL** ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the

Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.

A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

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Post Script

As recorded at Minute 6.1 of the ordinary meeting of the 'full' Stanley Town Council held on the 11th September 2012, the above Code of Conduct was formally adopted by means of a Resolution, and; Standing Orders were revised by the insertion of Standing Order 7.d.i which "requires councillors with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place".

Accordingly, Minute 6.1 of the 11th September 2012 supersedes Minute 6 of the 24th July 2012.

Russell Morgan

Proper Officer for this purpose

**Members' conduct and the registration and disclosure of their interests
(England)**

Introduction

1. The Localism Act 2011 ('the 2011 Act') received Royal Assent in November 2011. It replaced the statutory framework regulating the conduct of members of local authorities in England established by the Local Government Act 2000 ('the 2000 Act'). The 2011 Act abolished the Standards Board for England on 1 April 2012. The provisions in the 2000 Act for the Secretary of State to specify principles which govern the conduct of members of relevant authorities, to issue a model code of conduct and the requirement for district or unitary authorities to establish standards committees (responsible for maintaining high standards of conduct by the members of the parish councils in their area) ceased to apply on 1 July 2012. Also on 1 July 2012, standards committees and the First-tier Tribunal lost their jurisdiction in respect of member conduct.
2. The 2011 Act has introduced new arrangements to regulate the conduct of members of local authorities including parish councils, the registration and disclosure of certain interests and how complaints about their conduct are handled. The 2011 Act has also created new criminal offences in respect of a member's failure to register and disclose certain interests and his/her participation in discussions and voting at meetings on matters where he/she holds such interests. These new arrangements came into force on 1 July 2012.
3. The statutory provisions for the new arrangements are contained in sections 26 - 34 and Schedule 4 to the 2011 Act.
4. The provisions in the 2011 Act apply to both members and "co-opted members" of "relevant authorities". A "co-opted member" is defined in s. 27 (4) of the 2011 Act as a

person who is not a member of the relevant authority but who is either a member of any committee or sub-committee of the authority, or a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, **and** who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee. In the rest of this Note, a reference to a “member” of an authority includes a co-opted member of the authority unless otherwise expressed. “Relevant authorities” which are defined in s. 27(6) of the 2011 Act include district, county, London Boroughs, parish councils, fire and rescue authorities, economic prosperity boards, National Park authorities, and the Broads Authority.

New statutory standards framework

New code of conduct

5. A relevant authority must promote and maintain high standards of conduct by members of the authority (s.27(1) of the 2011 Act). In discharging this duty, a relevant authority must adopt a code of conduct to apply to the conduct of their members when acting in their official capacity (s.27(2)). Pursuant to ss.28(1) and (2) a relevant authority’s code of conduct must:-
 - be consistent with the principles of selflessness, integrity, objectivity; accountability; openness; honesty; and leadership and
 - include provisions which the authority considers appropriate in respect of the registration and disclosure of ‘pecuniary interests’ and ‘interests other than pecuniary interests’.
6. The 2011 Act provides no definition of pecuniary or non-pecuniary interests. It imposes mandatory obligations on members in respect of ‘disclosable pecuniary interests’. These are defined in regulations and further explained in paragraph 22 below.
7. A relevant authority must make arrangements to adopt a new code of conduct to take effect on or after 1 July 2012 (Article 2 of the Localism Act 2011 (Commencement No.6 and Transitional, Savings and Transitional Provisions) Order 2012 SI 2012/1463 (‘the 2012 Order’).

8. Further to paragraph 5 above, with effect from 1 July 2012 members are subject to new obligations at meetings in relation to holding disclosable pecuniary interests in business that is under consideration. See also paragraphs 22, 24 and 25 below. Members are subject to the statutory obligations about disclosable pecuniary interests irrespective of the code of conduct adopted by their councils or the date that the code was adopted.
9. In accordance with s.28(13) of the 2011 Act, a relevant authority's function of adopting, revising or replacing a code of conduct may be discharged only by the authority, not by a committee or officer. A relevant authority must publicise its adoption, revision or replacement of a code of conduct in such manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area (s.28(12)).
10. Subject to the provisions of ss. 28(1) and (2) of the 2011 Act, a relevant authority is free to decide the form and content of the new code of conduct that it adopts. In April 2012, the Department for Communities and Local Government's (DCLG) provided principal authorities with illustrative text for a new 'lighter touch' code of conduct under the 2011 Act. This can be found on DCLG's website using the following link at <http://www.communities.gov.uk/news/localgovernment/2128928>.
11. S.27 (3) of the 2011 Act provides that a parish council may adopt the same code of conduct adopted by its principal authority. Pursuant to s.29 (9), a principal authority for a parish council is the district council for its area or, if there is no district council, it will be the county or London Borough council. Principal authorities have encouraged the parish councils in their areas to adopt the same code of conduct adopted by them. This is because they are responsible for handling and determining code of conduct complaints which relate to members of parish councils in their area. NALC is aware that the codes of conduct adopted by a few principal authorities apply also to the conduct of members in their private lives. Although s.27 (2) of the 2011 Act does not prohibit this, NALC advises parish councils that have adopted the same or a similar code of conduct to their principal authority to remove provisions that relate to the conduct of members in their private lives.

12. Early in 2012, the Local Government Association (LGA), which represents the interests of principal authorities, worked with NALC and other bodies representing those in local government with the intention of producing a template code of conduct that all local authorities could use. NALC advises parish councils not to use the LGA's template code of conduct or the DCLG's illustrative code. In NALC's view, neither usefully or concisely describe obligations regarding conduct. Neither identify nor define pecuniary and non-pecuniary interests. NALC has produced a template code of conduct, designed specifically to meet parish councils' needs. To access NALC's template code of conduct, please see NALC's Legal Briefing ref L09-12.

Handling of code of conduct complaints.

13. The principal authority is exclusively responsible for receiving, investigating and deciding code of conduct complaints which relate to the members of parish councils in their area. Ss.28(6) and (9) of the 2011 Act require a principal authority to have in place arrangements to investigate and determine allegations that a member of a parish council in its area has failed to comply with his/her council's code of conduct.
14. With the exception of the appointment and role of at least one independent person, (see paragraph 15 below), the 2011 Act does not prescribe the arrangements that principal authorities must have in place for the investigation and determination of code of conduct complaints. A principal authority may delegate the discharge of such functions to a committee or officers pursuant to s. 101(1) of the Local Government Act 1972 ('the 1972 Act'). A committee with responsibility for investigating and determining code of conduct matters would be appointed pursuant to s.102 of the 1972 Act. As with any committee of a principal authority, it will be subject to the rules for proportional representation of different political groups set out in ss.15 – 17 of the Local Government and Housing Act 1989 (unless the whole council votes to suspend the proportionality rules for that committee). As such, a principal authority committee is not required to include in its membership the members of any of the parish councils for which the principal authority is responsible. A principal authority may arrange for its Monitoring Officer to have certain responsibilities relating to the investigation of a code of conduct complaint or deciding whether a complaint that it receives merits being investigated .

15. The 2011 Act does not give a principal authority express powers to undertake investigations or to conduct hearings (any such action may be implied). Similarly it has no express powers to require access to documents and information, or to require members or others to attend interviews/give evidence, or to require the member or others to attend a hearing.
16. A principal authority must appoint at least one independent person (s. 28(7) of the 2011 Act). The views of the independent person must be sought and his/her views taken into account before a principal authority takes a decision on a complaint it has decided to investigate. The views of the independent person may also be sought by the principal authority in other circumstances. The views of the independent person may also be sought by the member of the parish council who is the subject of an allegation for failure to comply with his/her authority's code of conduct.
17. Pursuant to s.28(8) of the 2011 Act, an independent person cannot be a member, co-opted member or an officer of the principal authority or of any parish council within the principal authority's area or a close friend or relative of such person. In addition, a person cannot be an independent person if, during the 5 years before his/her appointment, he/she has been a member, or an officer of the principal authority or of any parish council within the principal authority's area. The independent person may be paid an allowance or expenses connected to their appointment. S.28 (8) (d) provides that a person does not cease to be independent merely because such payments are made.
18. The effect of s. 28(8) of the 2011 Act means that a member of a principal authority's standards committee mandatory under the previous standards regime before 1 July 2012, is ineligible to be appointed by the principal authority as an independent person. However Article 7 of the 2012 Order provides that, in respect of the appointment of an independent person made before 1 July 2013, a principal authority may appoint a person if he/she was not a member of its standards committee on 1 July 2012 but had held such a post within the last 5 years ending on 30 June 2012.

Breach of code

19. If the principal authority decides that a member of a parish council has breached its code of conduct, the principal authority cannot take action directly against the member of the parish council (s.28 (11) of the 2011 Act). The principal authority's powers are limited to censuring him/her subject to making recommendations that the parish council takes a course of action in respect of the member. Although any such recommendation is not binding on the parish council, the principal authority may recommend, for example, that the parish council removes its member from a committee or that it asks its member to attend training, or to apologise.
20. S.28 (4) of the 2011 Act confirms that a council decision is not invalidated because 'something that occurred in the process of making the decision involved a failure to comply with the code.'

Register of Interests

21. With effect on 1 July 2012 and pursuant to s.29 of the 2011 Act, the Monitoring Officer of the principal authority must establish and maintain a register of interests of the members of the parish councils in its area. Such interests include 'disclosable pecuniary interests' (see paragraph 22 below) and any pecuniary interests and non-pecuniary interests included in the code of conduct adopted by a parish council (see paragraph 5 above). NALC's template code of conduct, referred to in paragraph 11 above, includes obligations for a member to register disclosable pecuniary interests and other interests.
22. The Monitoring Officer must ensure that the register of interests of the members of parish councils in the area is available for inspection at all reasonable hours at a place in the principal authority's area. The principal authority must also publish the register of interests of the members of the parish councils on its website (s.29 (6) of the 2011 Act). A parish council with a website must publish the register of interests of its members and the Monitoring Officer must provide the parish council with any data that the parish council needs to comply with its duty to publish the register of interests on its website, if it has one.

Disclosure of interests upon taking office

23. With effect from 1 July 2012 and pursuant to s.30 of the 2011 Act, a member of a parish council must, within 28 days of becoming a member, notify the Monitoring Officer of any "disclosable pecuniary interests". Upon the re-election of a member or, as the case may be, upon the reappointment of a co-opted member, he/she must also within 28 days notify the Monitoring Officer of "disclosable pecuniary interests" not already included in his or her register of interests. S.30(3) confirms that disclosable pecuniary interests relate to certain interests of:

- (i) the member and
- (ii) the member's spouse or civil partner and
- (iii) the person with whom the member lives as if they were a spouse or civil partner.

The nature of disclosable pecuniary interests in respect of (i) – (iii) above are defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464. The interests of the persons in (i)- (iii) above relate to their employment, office, trade, profession or vocation for profit or gain, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities. A detailed explanation of disclosable pecuniary interests is given in Legal Briefing L10-12. When notification of a disclosable pecuniary interest is received by the Monitoring Officer, it will be entered into the member's register of interests unless it is a sensitive interest (see paragraph 23 below). Failure to register a "disclosable pecuniary interest" in accordance with s.30 of the 2011 Act is a criminal offence (see also paragraph 36 below). Members' statutory obligations in relation to disclosable pecuniary interests are incorporated in NALC's template code of conduct. NALC's template requires members to register disclosable pecuniary interests within 28 days of the council's adoption of the code (which is not a statutory requirement). See also paragraph 35.

24. Pursuant to s. 32(1), of the 2011 Act, a member of a parish council may ask the Monitoring Officer to exclude from his/her register of interests 'sensitive interests' whether or not these are disclosable pecuniary interests, the details of which, if disclosed, might lead to a threat of violence or intimidation to the member or to a person connected with him/her. The Monitoring Officer has responsibility for deciding if

a member's interests are sensitive interests which are excluded from his/her register of interests.

Disclosure of disclosable pecuniary interests and other interests at meetings

25. With effect from 1 July 2012, s. 31(4) of the 2011 Act, provides that if a member of a parish council is aware that he/she has a disclosable pecuniary interest in a matter being considered at a meeting, he/she is barred from participating in any discussion or voting on it unless he/she has obtained a dispensation. Dispensations requests for disclosable pecuniary interests and other interests are explained in paragraphs 28 - 35. Without a dispensation, a member's participation in the discussion or voting on a matter in which he/she has a disclosable pecuniary interest is a criminal offence under s.34 of the 2011 Act (see also paragraph 36 below). No criminal offence is committed by a member who participates in a discussion or votes at a meeting on the question of whether or not to grant him/herself a dispensation which relieves him/her of the restrictions which apply to the matter in which he/she holds a disclosable pecuniary interest (s.33(4)).
26. Pursuant to ss.31(2) and (3) of the 2011 Act, if a member is aware of a disclosable pecuniary interest in a matter under consideration at a meeting but such interest is not already on the authority's register of interests or in the process of entry onto the register having been notified to the Monitoring Officer, the member must disclose the disclosable pecuniary interest to the meeting and register it within 28 days of the meeting at which the relevant business is considered. Failure to disclose or register the disclosable pecuniary interest is a criminal offence under s.34 of the 2011 Act (see paragraph 36 below). A member with a sensitive interest that has not already been notified to the monitoring officer must simply confirm at the meeting that he /she has a disclosable pecuniary interest, rather than giving details of that interest (s.32(3)).
27. S.31(10) of the 2011 Act provides that a relevant authority's standing orders may require a member with a disclosable pecuniary interest in a matter being considered at a meeting to withdraw from the meeting room while any discussion or vote on it takes place. A parish council is free to adopt such standing orders. A member with a disclosable pecuniary interest who fails to withdraw from a meeting as required by

his/her council's standing orders does not commit a criminal offence. If a council wanted to sanction a member with a disclosable pecuniary interest for not leaving the meeting room as required by its standing orders, it may rely on its other standing orders to vote to exclude the member from the meeting.

28. As explained in paragraph 5 above, the code of conduct adopted by a parish council may include obligations on members to disclose at meetings interests which are not disclosable pecuniary interests. It is not a criminal offence for a member to fail to register or disclose interests which are not disclosable pecuniary interests even if such obligations are imposed by his/her council's code of conduct. A council may make standing orders which apply when members hold interests which are not disclosable pecuniary interests.

Dispensations

29. S.33 of the 2011 Act provides that a parish council may grant a dispensation to a member, not exceeding a period of 4 years, in respect of the restrictions which apply to him /her at a meeting which is considering a matter in which he/she holds a disclosable pecuniary interest. S.33 (2) confirms that a parish council may grant the dispensation, if having regard to all relevant circumstances, it considers that;-
- without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business or
 - granting the dispensation is in the interests of persons living in the council's area or
 - it is otherwise appropriate to grant a dispensation.
30. By virtue of s. 33 (4) of the 2011 Act a member is free to participate and vote at a meeting on the question of granting him/herself a dispensation which relieves him/her of the restrictions which apply to the matter in which he/she holds a disclosable pecuniary interest.
31. NALC's template code of conduct provides that when a meeting is considering a matter in which the member holds an interest in Appendix B, i.e. an interest which is not a

disclosable pecuniary interest, he/she may only speak on the matter if and when the public has a right to speak. A member is free to participate in and vote at a meeting on the question of granting him/herself a dispensation which relieves him/her of the restrictions which apply to the matter in which he/she holds an Appendix B interest.

32. A member's request for a dispensation must be in writing and submitted to the parish council's proper officer. Dispensations may be granted by full council, or it may arrange for this function to be discharged by a committee or a sub-committee or an officer pursuant to s. 101(1) of the 1972 Act. If full council (or a committee, or a sub-committee) has responsibility for considering/granting dispensations, it can deal with a member's written dispensation request at the meeting at which it is required by him/her. This arrangement would benefit members who realise that they need a dispensation only after they receive the agenda which confirms the business to be transacted. Dispensation requests may constitute a standing item of business for every council (or committee or sub-committee) meeting and should be dealt with after the names of those members present and absent (and approval, as appropriate, for absence) at the meeting have been recorded. Councils are recommended to adopt standing orders which confirm the procedure for the submission of dispensation requests. For example it would be reasonable for a council to have a standing order which requires members to submit their written dispensation request to the proper officer not less than e.g. 1 or 2 clear days before the meeting it is needed for. The standing order should confirm the meaning of a 'clear day'. For example, a clear day could take the meaning that the day on which the dispensation request was submitted and the day of the meeting, Sundays and Bank Holidays are not included.
33. Whilst a member must submit their request for a dispensation in writing to the proper officer, a council may prefer members to complete and submit a standard form. It is recommended that a member's request for a dispensation, whether or not using a standard form, includes the following information:--
- the name of the applicant;
 - the description (e.g. disclosable pecuniary interest or other) and the nature of the interest;
 - whether the dispensation is for the member to participate in a discussion only or a discussion and a vote.

- the date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought and
- an explanation as to why the dispensation is sought.

Dispensations for certain disclosable pecuniary interests and other interests

34. There will be some business due to be decided at a parish council meeting, which most or all of the members present will have a disclosable pecuniary interest in (or another type of interest). For example, at a meeting setting the council's precept or deciding the council's response to a proposed development affecting the entire parish area, it is likely that many or all of the members live in the parish. In these examples, it is NALC's view that the members hold a disclosable pecuniary interest (arising from holding a beneficial interest in land or a licence to occupy land in the parish) and will, without a dispensation, be subject to the statutory restrictions which prevent them from participating in or voting at a meeting on such business. The statutory grounds listed in paragraph 28 above would permit a parish council to grant a dispensation to members. If the function of granting dispensation requests has been delegated to an officer pursuant to s.101(1) of the 1972 Act, dispensation requests made by many or all members of a council can be handled with relative ease. If the function has not been delegated to an officer, then members are free to participate and vote on the question to grant themselves dispensations (see paragraphs 24 and 29 above). In the example of a parish council meeting which is setting the precept, some Monitoring Officers share NALC's view that members hold a disclosable pecuniary interest. However some Monitoring Officers do not share NALC's view. NALC is also aware that 'the informal view' of DCLG is that members of a principal authority at a meeting which sets the council tax or members of a parish council at a meeting which sets the precept do not hold a disclosable pecuniary interest.

35. Notwithstanding different legal opinions as to whether or not a member holds a disclosable pecuniary interest in the examples given above, it is a criminal offence (see paragraph 36 below) for a member to participate and vote at a meeting on a matter in which he/she is deemed to have a disclosable pecuniary interest. If a member is unsure if he/she holds a disclosable pecuniary interest in a matter being considered at

a meeting and he/she wants to participate in a discussion and vote on the matter, the safest course of action would be for him/her to seek a dispensation. A dispensation will ensure that the member is not at risk of prosecution.

36. Although some Monitoring Officers may hold a contrary opinion, it is NALC's view that a member of a parish council or another local authority who receives an allowance by virtue of their public office holds a disclosable pecuniary interest. This particularly applies to members of parish councils who are also members of principal authorities and automatically receive an allowance from the principal authority. In NALC's template code of conduct, a member of a parish council that does not receive an allowance holds an interest in Appendix B. An Appendix B interest must be registered with the Monitoring Officer. A member may only speak at a meeting in respect of a matter that he/she holds an Appendix B interest in if and when the public has a right to speak unless he or she has first obtained a dispensation.

Criminal offences

37. Under s.34 of the 2011 Act, a failure to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or the deliberate or reckless provision of false or misleading information on registration, or participation in discussion or voting in a meeting on a matter in which the member has a disclosable pecuniary interest will be criminal offences, potentially carrying a Scale 5 fine of £5000 and/or disqualification for up to five years. Prosecution is at the instigation of the Director of Public Prosecutions.



Oxhill Youth Club



Oxhill, Stanley, Co. Durham DH9 7LB.

Secretary	Treasurer	Chairperson
Kathryn white	Joan Oldfield	Ernest Wilson
4 Neal Street	9 Lyndhurst Rd.	90 park road
Tantobie	Stanley	South Moor
DH9 9TR	DH9 7 RH	DH9 7BL
01207 237452	01207 233052	01207 232554

Dear Mr Shingleton,

Next year Oxhill Youth Club will be presenting its 50th pantomime in the Civic Hall in February 2016. This is a very big mile stone for any youth club to reach. Founded in 1962 we have served the youth of the local area with a broad and varied curriculum of work and fun as well as giving the community a laughter packed experience over 50 years of pantomimes. Over these years we have had thousands of members perform in panto, some of which come back every year to tread the boards and help the youth club, Kath White one of our leaders started in chorus, progressed to principal boy and now takes character parts and this will also be her 50th production.

We are a registered charity and money we make goes into the running of the youth club and helps provide the members with a variety of experiences and chances such as the 5 young people who have just achieved their Gold Duke of Edinburgh award this year. As you can appreciate the cost of productions for pantomime over the years has also increased and last year our costs were as follows:- hall hire £1,739, scenery £900, costumes £520, posters and flyers £165, tickets £156, lighting £150, make up £46, pyrotechnics £220, sundries £106 making a total of £4002.

To help finance the running costs of the 50th pantomime we wondered if Stanley Town Council would sponsor this celebration production. Your Logos would appear on all tickets, posters, flyers etc and included in any other publicity coverage.

If you would like to discuss this further or require any other information please do not hesitate to contact me, 10207 232554, 07546941930 or info@oxhill-youth-club.co.uk

Yours sincerely,

Gail Wilson youth worker

REQUEST FOR COMMITTEE / FULL COUNCIL FUNDING

Name of Delivery Organisation	Greening Twizell Partnership
Purpose of Funding	<p>South Moor/Twizell Burn Heritage Trail access and environmental improvements</p> <p>Background The Greening Twizell Partnership brings together local community and statutory bodies responsible for the Twizell Burn including The River Wears Trust, Natural England Groundwork, The Environment Agency, Durham University and Durham County Council. The Partnership seeks to improve the green infrastructure, environment and public amenity use of the River Twizell, between its headwaters around New Kyo to its confluence with the River Wear at Chester le Street via a channel meandering between and through the Stanley villages of South Moor, Quaking Houses, South Stanley and Craghead.</p> <p>The accountable body and delivery agent for this funding application is Durham County Council who currently lead on the South Moor and Craghead housing regeneration projects and who are lead applicants for the South Moor and Quaking Houses Heritage Trail. This application seeks to secure funding from Stanley Town Council to deliver environmental improvements that add to and enhance projects planned for delivery in 2015/16 i.e The HLF Heritage Trail and South Moor Environmental improvements. The funding will not displace funding already allocated or applied for but rather pay for elements of work not eligible or affordable through current applications to the HLF and other partner funding sources.</p> <p>This application relates to the 'Upper' section of the Twizell in and around the Stanley villages mentioned. The application refers to two key</p>

	<p>priorities and projects identified within the Twizell Burn Masterplan</p> <ul style="list-style-type: none"> • Improving access and public amenity use of the Burn through a marked Heritage trail • Improving water quality and incidences of flooding <p>South Moor and Twizell Burn Heritage Trail improvements to access, footpaths and heritage interpretation</p> <p>A funding bid has been submitted to the HLF ‘Our Heritage’ pot to fund signage, way markers and interpretation boards with QR codes linked to a heritage website for South Moor and Quaking Houses. Stanley Town Council has previously agreed to maintain the interpretation boards along the trail.</p> <p>The South Moor and Twizell Burn Heritage Trail extends 3.5 miles from South Stanley Nature Reserve to Langley View Plantation and Wetland (see maps) incorporating South Moor Memorial Park and South Stanley Woods and nature reserve. Much of the footpath is defined and well used, although key entrance points at South Stanley and Langley View are poor and require improvement for easy and safe access to the burn and trail. Heritage and natural history interpretation at these points is also poor. Stanley Town Council funding will be used to provide improved footpath access and interpretation at these locations. The heritage lottery fund have advised they will not fund public footpath or access improvements.</p> <p>The section of footpath running along the Twizell Burn through South Moor Woods links the WWI Memorial Park to the site of the former Shield Row drift mine. This section of the heritage trail is very flat and would be suitable for wheelchair access with some improvements and remodelling, particularly focussing on drainage and surfacing works. Two foot-bridges over the burn also require some</p>
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improvement however are not on the County Council's bridges maintenance schedule, meaning that DCC investment is highly unlikely in the foreseeable future.

The Wear Rivers Trust, funded by the Environment Agency are conducting a feasibility study to explore the re-naturalisation of the course of the burn in this section. There is a probability of capital funding to deliver feasibility recommendations to achieve this complimentary objective.

Funding from Stanley Town Council will greatly improve public access to South Moor Woods and part of the Heritage Trail, particularly for wheelchair users and those with prams/ pushchairs.

The headwater section of the burn and Heritage Trail linking the Shield Row Drift to the site of the former Charlie Colliery is accessed via a long set of steps to the rear of South Moor Woods. Drainage runoff to the side of these steps is causing rapid erosion threatening step stability. The re-routing of a field drain at the head of the steps will help prevent further erosion and stabilise the bank.

Pine Street heritage SUDS trees

Pine Street is a prominent terrace within South Moor and key walkway within the Heritage Trail linking the colliery terraces with the former Holmside and South Moor Colliery Company coal depot, the former brickworks and The Charlie Colliery. It is proposed to install 5 street trees along the length of Pine Street as markers in the heritage trail. Each tree will commemorate one year of the First World War. Individual cast metal 'fallen soldier' markers are to be located at the former homes of miner soldiers named on the WWI memorial. The trees themselves will be planted as part of a sustainable urban drainage system channelling and retaining surface water runoff away from the main combined sewer. Excess runoff and rainfall from the South Moor Terraces in periods of heavy rain frequently

	causes sewage outfall at the overflow which discharges directly into the burn in the Memorial Park. The trees will have appropriate metal grates and guards and form a part of the overall regeneration and landscaping of Pine Street funded by DCC, Derwentside Homes, property owners and British gas (see funding table attached.) Stanley Town Council support to fund the purchase and installation of the street trees will contribute to both the environmental improvement, flood alleviation and interpretation of South Moor's Heritage.
Total Amount Required	£ 42 975
	£8 500 Access and footpath improvements to heritage trail/Twizzell Burn South Stanley Nature Reserve section .
	£13,125 Access footpath improvements heritage trail/Twizzell Burn South Moor Memorial Park section -to allow for wheelchair/buggy users to use heritage trail.
	£ 1 850 Access improvements Langley View and Wetland section heritage trail
	£ 19 500 Pine Street, heritage/SUDS trees
Match Funding	£45 000 Heritage Lottery Fund : (heritage Trail)
	£79 000 Durham County Council (Pine Street environmentals confirmed)
	£36 100 Owner contributions (Pine street environmentals confirmed)
	£31 000 British Gas ECO (Pine street environmentals heritage trail confirmed)
	£20 000 Derwentside Homes (Pine Street environmentals confirmed)
Total Match Funding	£211 100
Other Related Funding	£385 761 Durham County Council (Pine Street Housing Regeneration external improvements confirmed and delivered) £31,000 Catchment Partnership Action Fund (Stanley Burn: Secure the Headwaters) £20,000 New Kyo Section 106 funding for wetland

	creation upper Stanley Burn £61,440 Living Waterways feasibility to specify Sustainable Urban Drainage and habitat improvements/re-naturalise Twizell Burn Source to Grange Villa
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Applicants Details

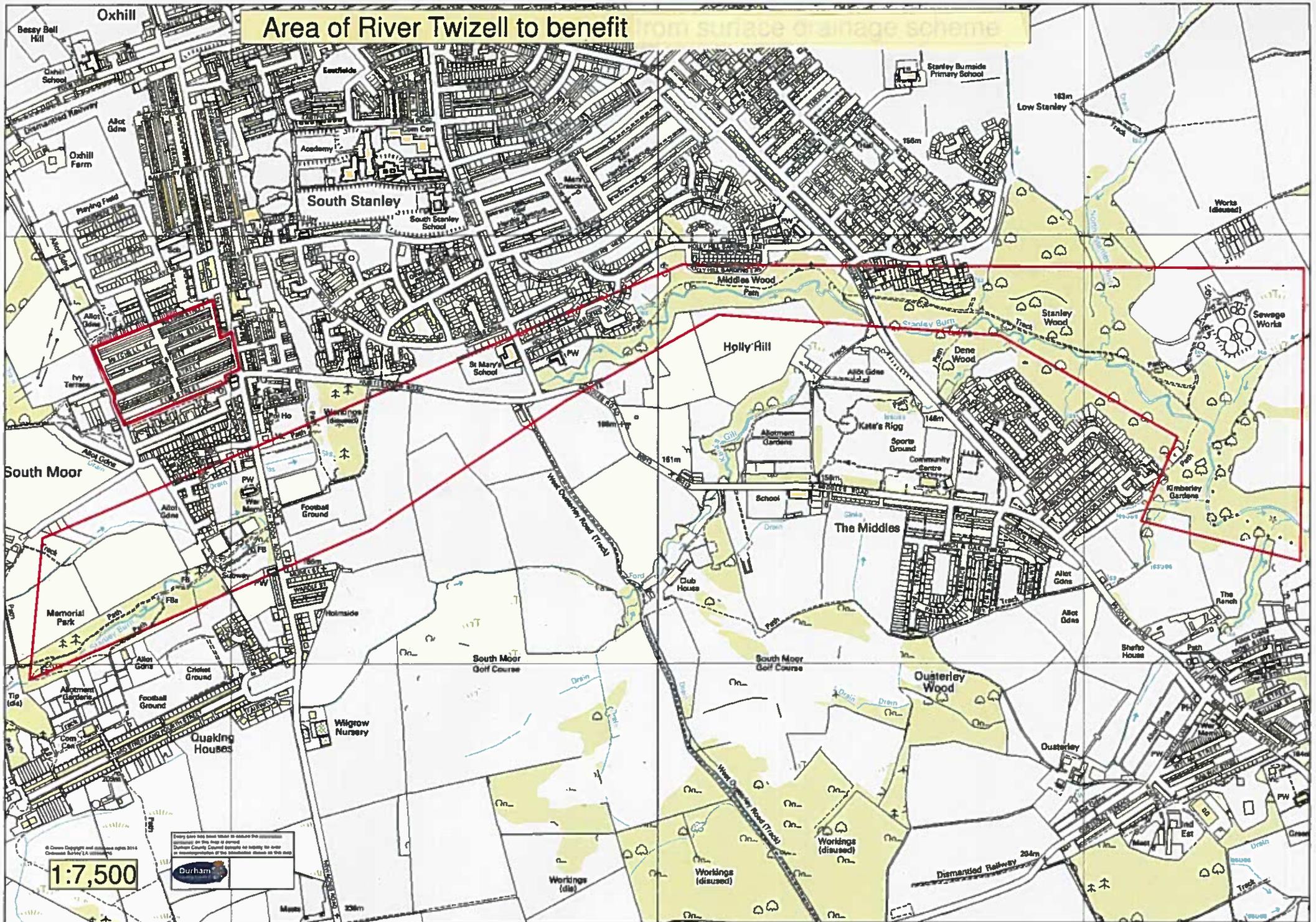
Project Manager / Lead Officer	Adrian Cantle-Jones
Position Held on Organisation	Project Manger
Telephone Number	03000 265259
Address	Room 5/123County Hall, Durham
Email Address	Adrian.cantle-jones@durham.gov.ukl
Cheque to be made Payable to	DCC

PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION

(i.e. letter headed quote or price list from reputable supplier)

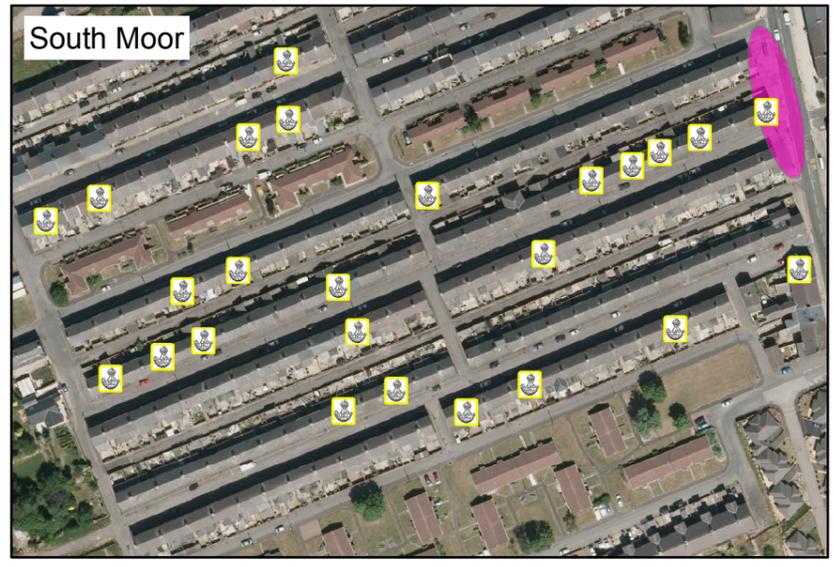
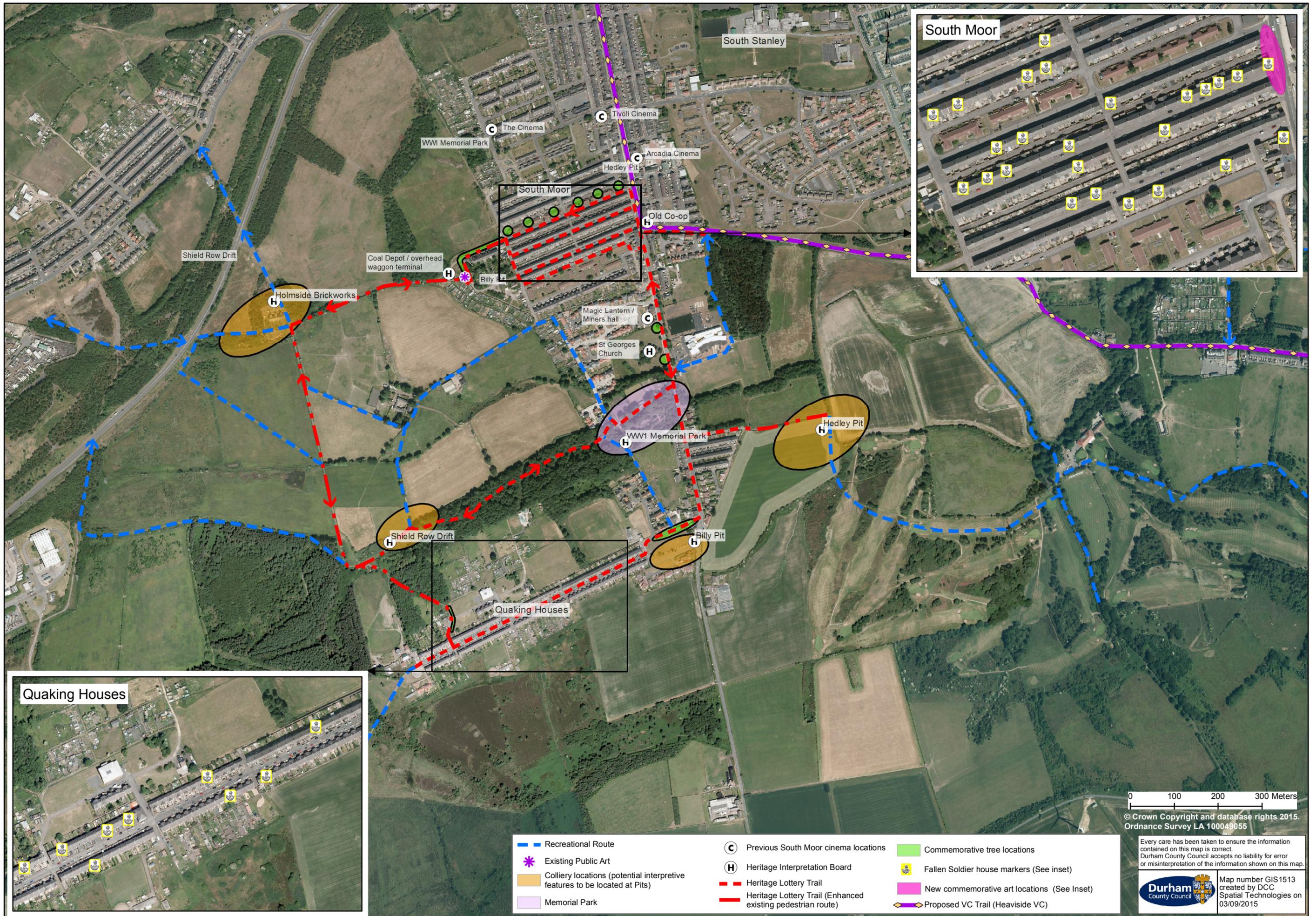
Done

Area of River Twizell to benefit



1:7,500

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0 100 200 300 Meters

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Ordnance Survey LA 100049055

Every care has been taken to ensure the information contained on this map is correct. Durham County Council accepts no liability for error or misinterpretation of the information shown on this map.



Map number GIS1513
created by DCC
Spatial Technologies on
03/09/2015

- Recreational Route
- * Existing Public Art
- Colliery locations (potential interpretive features to be located at Pits)
- Memorial Park
- C Previous South Moor cinema locations
- H Heritage Interpretation Board
- Heritage Lottery Trail
- Heritage Lottery Trail (Enhanced existing pedestrian route)
- Commemorative tree locations
- Fallen Soldier house markers (See inset)
- New commemorative art locations (See Inset)
- Proposed VC Trail (Heaviside VC)

Project: **South Moor Tree Pit Options Study**

Client: Fairhurst



Presented by: **Dean Bowie**

Date: **25th July 2014**



FAO Steve Dickie

Dear Steve

Re: South Moor SUDS Report -, tree planting Proposals

Brief

Further to our meeting of 10th July, we understand that there is a need for tree planting pit profiles for your planned SuDs project at South Moor, Stanley. We are pleased to make the following design suggestions, having visited the site to view the variety of conditions and situations likely to be encountered.

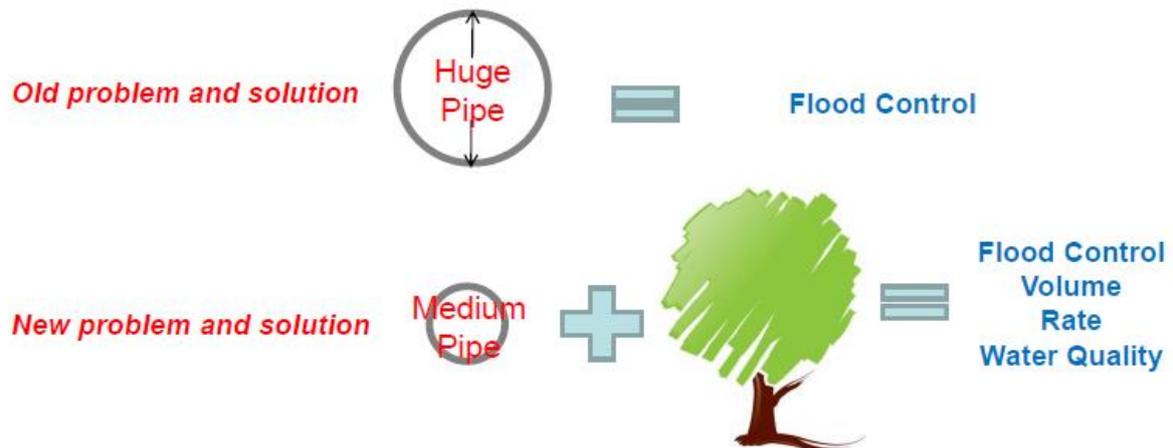
We at GreenBlue Urban believe that with over 20 years' experience of specialist urban tree planting products, research and methodologies in the UK, the designs detailed here will offer Durham County Council and the Environment Agency, both best value for their investment, and best practice to ensure healthy trees for decades to come.



Trees planted in London's busy streets - utilizing GreenBlue Soil Cells

Contents

- Brief Description of Existing Situation
- The Tree Aspect
- Design Parameters
- Continuous Paved Area Trees
- Bio swale Area Trees
- Below Ground Service Protocol
- On Site Support
- Installation Hints
- Maintenance Requirements
- The Next Stage



The Existing Situation



Hardly a leaf in sight...

Existing street layout is a grid of Victorian era housing stock, originally to serve the mining community. As such, there are no front garden areas in most of the streets and no street trees or other green infrastructure elements to reduce storm water runoff or soften and cool the built environment.

In some areas, kerb lines are raised to direct water flow and protect houses from flooding. High thresholds provide a further line of defence



The Tree Aspect

Street trees in urban areas such as South Moor, can bring a broad range of benefits if planted and established in accordance with best practice. To summarise;

- Aesthetic – unarguably the largest living things on the earth, beautiful both in and out of season
- Bio diversity – bringing birds and other wildlife into our cities
- Shade – natural, increasingly valued UV protection
- Urban cooling – significant cooling through both shade and evapotranspiration
- Health improvement and crime reduction benefits – research statistically proven
- Significantly increasing property values – research backed
- Wind speed reduction – trees reduce wind speeds for a distance from the tree of six times their height
- Pollutant reduction - Proven
- Storm water run-off reduction, attenuation and filtration

More specifically, the trees roles in urban water management are:

- 1. Canopy absorption and rainfall interception***
- 2. Evapotranspiration – through leaf stomata***
- 3. Root zone attenuation – Depending on soil media used, up to 25% of the root zone can be available for water attenuation***
- 4. Pollutant filtration – soil and roots can manage, sequestrate and break down pollutants***
- 5. Water transportation via deep rooting profiles to increase penetrative ground recharge***

No other single component brings such a diverse breadth of benefits to our cities and helps them live and breathe; they are truly green lungs - making urban space attractive and liveable.

Design Parameters for South Moor SuDs tree pits:

A very robust, low maintenance design is called for with emphasis on the engineered strength of the tree pit system to accommodate potential for repeated direct and indirect heavy loading, both static and dynamic.

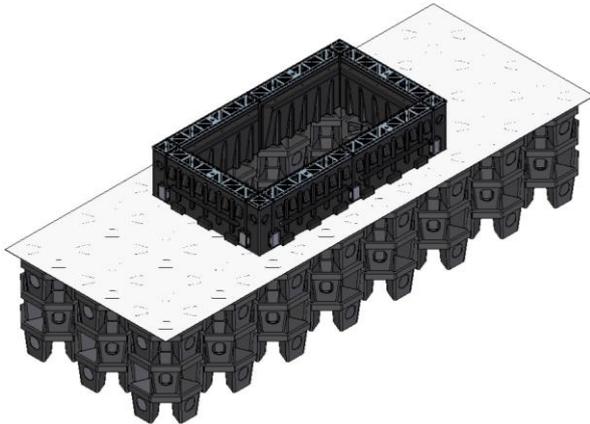
- Large volume 'shared space' pits capable of providing both adequate root volumes and significant water attenuation, ground recharge and infiltration
- Design for trees both in continuous paved surfaces and vegetated swales
- Low maintenance design, for self-sufficient trees – however it should be kept in mind that these constructions will not be zero maintenance.
- Minimal parking space loss vital, so tree root zones used for water attenuation must be capable of heavy vehicle overrun.
- Potentially, pavement re-alignment could potentially affect tree pit sizes – flexibility may be required with the system to accommodate variations in the ultimate tree pit volume and dimensions.
- The presence of electricity cables and other subterranean services may necessitate a tree pit design with flexible boundaries and pit interruption protocols
- Soil types utilized must be able to sustain water inundation without undue nutrient leaching
- Use of 'Arborsoil' as much as possible in preferred in rooting areas due to the longer term nutrient availability and healthy establishment value this brings. This soil also has the ability to withstand repeated inundations without losing 'structure'
- Tree pit designs must be able to easily accommodate overrun by HGV and PSV traffic without loss of pavement integrity or compaction of the rooting zone
- Continuous corridor tree pits to be used where possible.
- Tree pits must be active drained to avoid prolonged waterlogging



Trees in Continuous Paved Surfaces – Suggested baseline tree package for South Moor

Description

Arborflow 1250



This drawing illustrates the use of a compact SuDs tree pit construction section, and incorporates the following GreenBlue products:

- Six 750mm Arborflow water storage and dispersion panels, incorporating flood level indicator and surface root direction.
- Four corner modules to connect Arborflow panels
- Sixtythree GBU Stratacell 30 modules, these load bearing soil cells are loaded with soil and allow shared soilspace for water and tree roots
- NOT SHOWN – we recommend incorporation of two additional aeration inlets per tree to allow additional air to the root zone – these would be integrated into the tree grille.
- Geotextile separation membranes to sides and top of below ground cell structures

This product package provides approximately **1250 litres of water attenuation capacity per tree** in a total soil volume available to the tree for root growth of approximately five cubic metres.

Our minimum soil volume target for a self sustainable, small canopy tree is 4.24 cubic metres, so this system would work well as a basic model to add to, or link to, further tree pits, soft landscape raingardens or other SUDS train elements

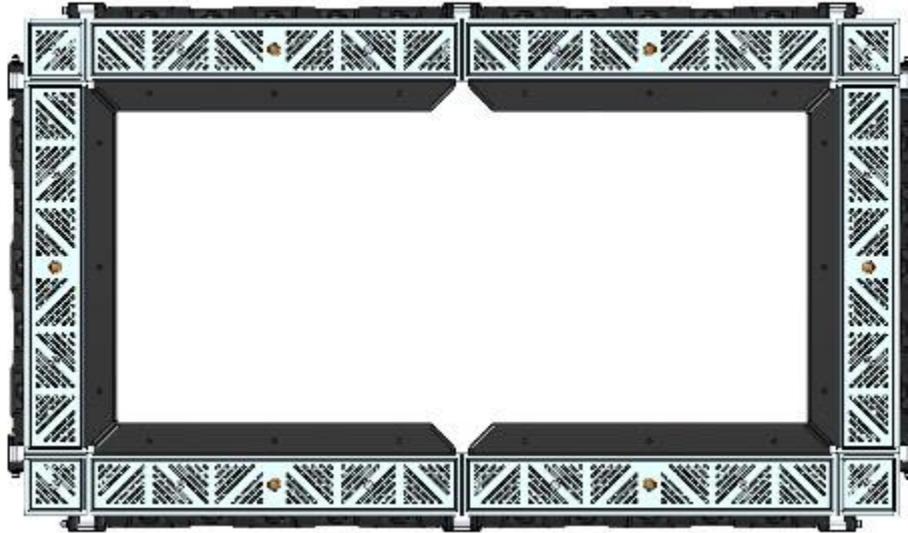
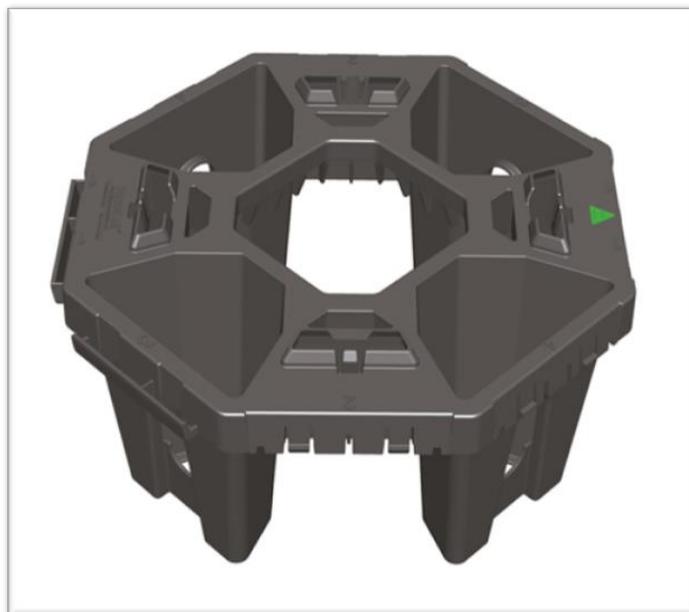


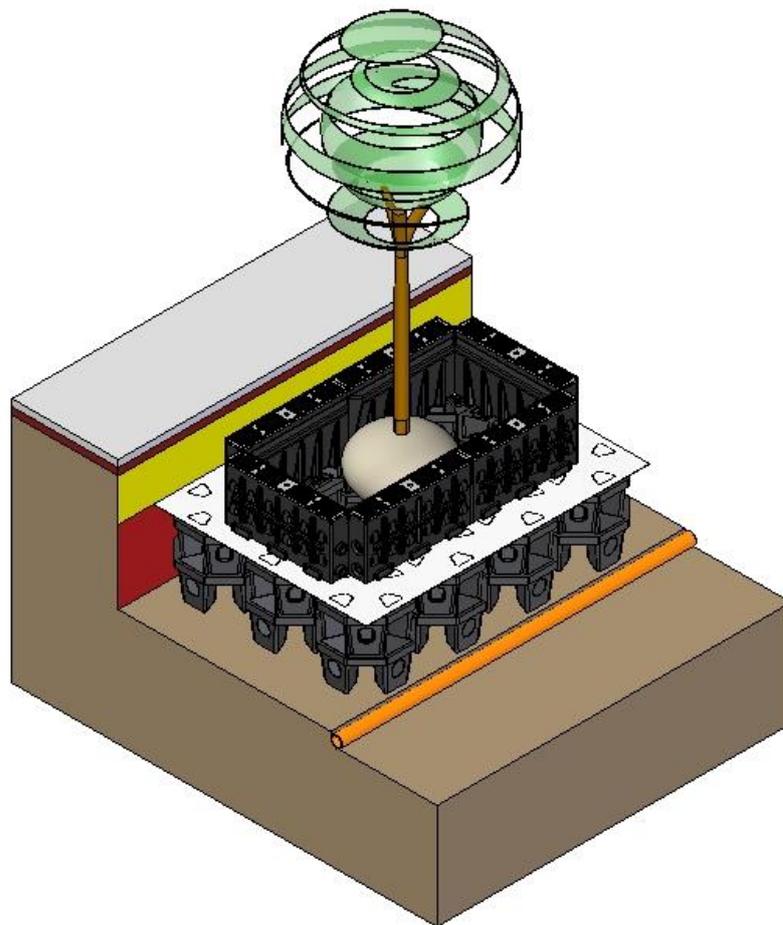
Figure 1 Plan view showing inlet grilles - the only part of the construction which will be visible on the surface

Stratacell - strongest load bearing soil cell available - made in the UK from recycled plastic – 94% volume available for soil and water

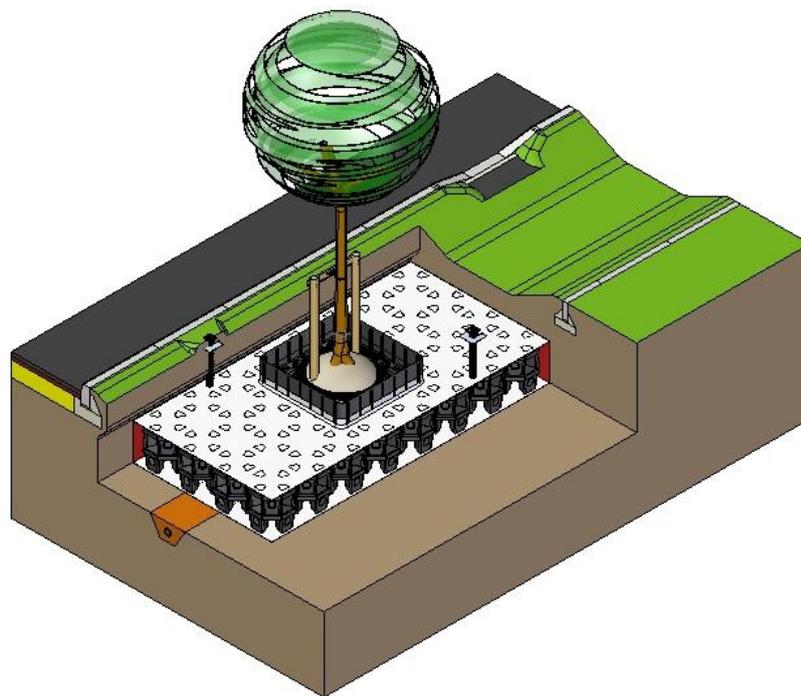


Sections through tree pit

(Showing a two cell depth layer sample section)



Bio retention feature - Type Option – (street space at South Moor, may preclude the use of this type of open bio swale type features)



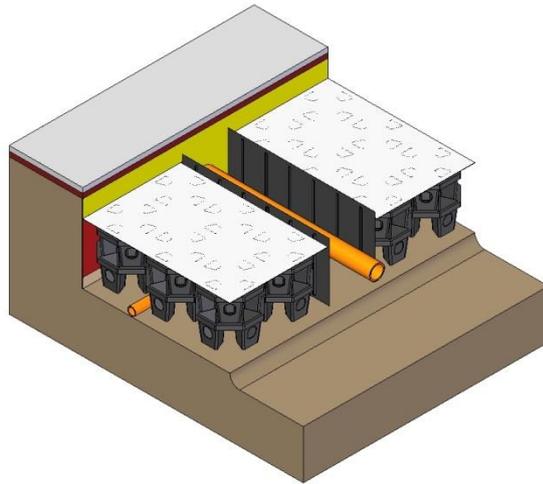
For this type, a soft landscape feature incorporating low level planting in the bio swale to aid pollutant removal and increase evapotranspiration is used.

However – there are further issues regarding trip hazards which will need addressing.

Non Standard below Ground Variations

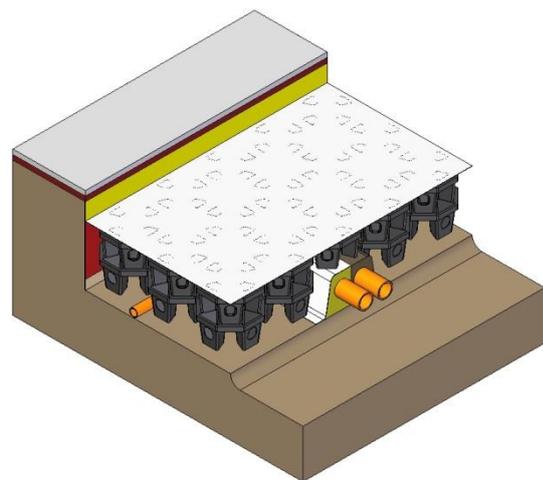
Recognising that no two street planting projects are identical, GreenBlue Urban have established a series of protocols and methodologies for below ground soil cell useage, to successfully integrate varying parameters.

For example:



PC Intersection - Protected 1

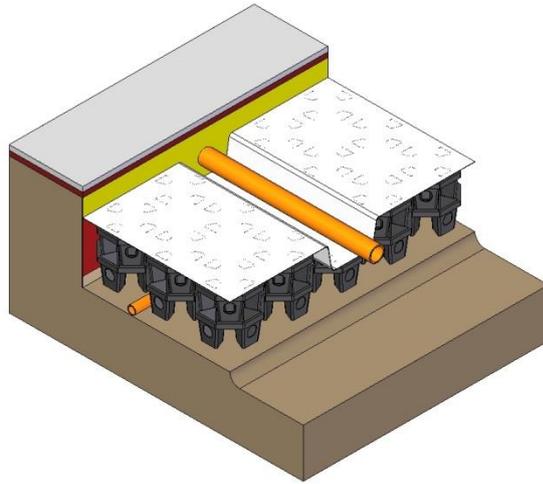
This detail shows a root protected complete intersection. This allows utilities to dissect the corridor but protects pipes from root invasion by using a ReRoot barrier



PC - Shallow Section 1

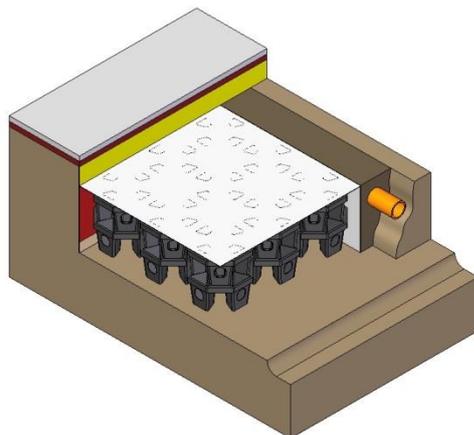
South Moor Surface Water Management Study

This detail illustrates how a loadbearing planting corridor may be modified to allow utilities to cross the root zone, but maintains a continuous rooting corridor link.



Shallow utility intersection 1

Section shows accommodation of a higher level service duct across the rooting corridor.



Uneven Trench wall detail 1

Where rooting corridor abuts utilities or uneven excavations, the root zone is protected by a geotextile and ground filled with MOT type 1 or other load bearing material.

On Site Support

GreenBlue Urban Ltd offer an invaluable 'on site' visit to assist and instruct operatives in the correct installation processes for the Arborsystem range of products.

There is no charge for this service.

In addition, contractors can access the Greenleaf website to view videos showing installation or simply phone our technical helpline for support relating to installation methods.

A post planting visit will be scheduled in, 6-12 months after project completion, to survey tree health and ensure client satisfaction.

Installation Hints

- Assembly of the Stratacell modules is a quick process. Once excavation is complete and the drainage layer installed, the cells are individually clipped together horizontally a layer at a time, then the next layer is placed on top and clipped vertically.
- This simple one piece construction means that if pallets of product are located nearby, two operatives can assemble a cubic metre (16 cells) in approximately 2-3 minutes.
- Filling the cells is best done two layers at a time and care must be taken to work the soil down thoroughly into the cells, eliminating voids. We suggest 100mm square rammers are used.
- Final construction compacted using a heavy whacker plate to vibrate the structure and eliminate soil voids.
- A video is viewable on our website showing installation methods



Maintenance Requirements - General

- Soil cells and the soil within them is maintenance free, providing aeration and drainage is adequate
- Ventilation inlets will need inspection and cleaning every 12 months
- Surface water inlets and channels will need inspection and cleaning twice annually – once after leaf fall and then the following Spring
- Soft landscape bio swales require weeding - and watering in the first three years
- All trees will require manual irrigation monthly through the first two summers.

The Next Stage...

We have made these details available to you for the purpose of exploring the options for tree planting in these narrow street situations. We appreciate that this is probably only one element of what you are considering in the holistic approach to water sensitive urban design for South Moor. However – we do feel trees can successfully become a vital part of your SuDS train for this area.

We would suggest that when you have collated all your service run and drainage data, if you would feel it beneficial, we could review your design proposals and comment accordingly.

Two questions:

1. Have we interpreted your needs correctly?
2. Are there any parts that need further clarification?

There will be further design input required to establish the finer details and specifics but we hope this report and estimate is of assistance to you in assessing the viability of the proposed scheme.

We look forward to working with you to take this to the next stage.

Yours sincerely,

On Behalf of GreenBlue Urban Ltd



Dean Bowie

CEO





From: Susan Harrison Susan.Harrison@durham.gov.uk
Subject: Footways Stanley Area
Date: 15 October 2015 16:32
To: Adrian Cantle-Jones Adrian.Cantle-Jones@durham.gov.uk

SH

Hi Adrian

Further to our site visits yesterday please see below outline budgetary costs for the works as discussed.

Nature Reserve off Durham Road, Stanley

Provide a footway from the Durham Road small access adjacent to housing estate through to access road to Nature Reserve.

Footway to comprise 150mm planings dressed with 20mm whinestone dust approx. 1.5m wide as is standard for countryside paths.

Provide a small section of drainage if deemed necessary on site following investigation. 150mm dia field drain/terram approx. 20m section in total.

Provide section of approx. 5 no timber edging steps on approach to bridge.

Regrade section near tree widening footway in this area.

Provide landing area at far section of bridge extending footway to meet access road.

Approx total length – 200m

£8,500

Memorial Park South Moor

Scrape off existing surface

Provide whinestone dust dressing as above specification

Provide planings in low spots

Re-ditch area at the top of the steps, Install 300mm pipe a 'culvert' to divert running water to bankside

Provide 2 no 1x1x1 gabion baskets to scoured abutments of first small bridge

Replace edging boards to steps and infill with dust as required

Regrade bridal way slip

Approx total length 500m

£13,125.00

Steps at Langley View

Provide clay to form steps with timber edgings, stone infill with dust topping

£1,850.00

As discussed, these prices are budget only due to timescale for return. Should the works go ahead then I will reprice.

The prices quoted are based on the works being carried out prior to April 2016. It has been assumed that access to the sites will be unrestricted and all relevant consents from various authorities such as Environment Agency et al will be in place. All works to DCC spec.

All quotations are exclusive of VAT.

Please do not hesitate to contact me if you have any queries.

Regards

Susan

Susan Harrison
Estimator
Neighbourhood Services
Durham County Council
St John's Road
Meadowfield
DH7 8XQ

03000 269243

Web: www.durham.gov.uk

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STANLEY TOWN COUNCIL

Community Consultation Questionnaire 2015

Why are you consulting us now?

When Stanley Town Council was established in 2007, it consulted with residents to ask you what you wanted our priorities to be. We took the information you provided and from that developed a delivery plan based on what you said your concerns were. This plan needs to be updated.

Accurately reflecting your concerns

When we consulted in 2007, we asked a series of questions about a range of issues and we asked residents to rank them in order of importance to them. From the responses we developed a plan. On reflection, we believe that by identifying issues in the first place, we had limited the discussion. This time, we want residents to tell us what is important to them and use these responses to identify the issues. For this reason, this questionnaire asks a small number of very open questions. We will use the information we receive from this part of the consultation to identify issues and options for a more specific questionnaire later on.

Making sure we can meet expectations

We want to make sure that we focus on issues that we are actually able to deliver on, so we are making it clear that there are areas that **are** outside our control. Therefore when answering, please bear in mind the following:

Things the Town Council CAN'T do:	Things the Town Council CAN do:
Repair roads	The Town Council can get involved with almost anything else that affects people in Stanley. We want to hear all and any concerns from residents but we need to be clear about things we cannot do so that we can get the best information about things we can deal with.
Deal with traffic problems	
Provide healthcare facilities	
Improve bus services	
Build houses	
Provide social care services	

The Questionnaire

Please take your time to think about the questions. We want to build a plan for the next five years, so we are interested in knowing what your priorities are today and what you think they could be in the medium term.

This questionnaire can be completed online. If you have access to a web browser, responding online will take you less time and be easier for us to analyse. The online survey can be found at this address:

or by following the links from the Stanley Town Council website.

Question	Your response
Your Name (optional)	
Your dress (optional)	
Your Age (bands)	13-18; 18-24; 25-40; 41- 55; 55- 70; Over 70
What part of the Stanley Town Council area do you live in?	
Tell us 3 things about your area that you like	1. 2. 3.
How could they be improved?	1. 2. 3.
Tell us 3 things about your area that you do not like	1. 2. 3.
What do you think should be done to improve them?	1. 2. 3.

Question	Your response
How could these facilities be improved?	
What leisure facilities would you like to be provided in the Stanley area that currently are not?	
What Council services in the Stanley area do you currently use?	
How could these services be improved?	
What services would you like to be provided in the Stanley area that are not currently?	
The Town Council currently funds or directly provides a number of events for residents. What sort of events should be organised for residents in Stanley?	
What sort of development would you like to see in the Stanley area? Please talk about any kind of development you think is needed, e.g. housing, infrastructure, transport, commercial, leisure, recreational	
How can the Town Council and other services in the Town communicate effectively with residents? What kind of information would you like to be provided and through what means?	