

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 26th January 2016 at 6.30pm

PRESENT: J Nicholson* A Clegg G Graham C Thompson W Nixon
 T Davinson R Harrison D Tully D Mills D Walker
 J Charlton R Ferris B Nair M Wilkinson

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 Derek Shingleton (Finance Manager)

IN ATTENDANCE: 3 members of the Public

APOLOGIES: Cllrs C McKee, D McMahon, C Bell, L Elliott, D Marshall & L Marshall

RECORDINGS: Cllr W Nixon recorded this meeting

491 APOLOGIES FOR ABSENCE

Apologies received from Cllrs C McKee, D McMahon, C Bell, L Elliott, D Marshall & L Marshall were accepted by Council.

492 DECLARATIONS OF INTEREST

Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council. (DCC)

493 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Clerk noted that Cllr W Nixon was recording this meeting.
 The Clerk noted that item 13 was to be cancelled as the representatives from the Royal British Legion could not attend.
 The Clerk also reminded members to stand when they are speaking and to go through the Chair to talk on an item.

494 PUBLIC PARTICIPATION

John Ullathorne addressed members in relation to the traffic calming measures at Hustledown Road. John questioned why STC had not yet contacted DCC on the matter. The Clerk advised Mr Ullathorne that we trying to locate correspondence from DCC to see if they had consulted STC about the proposal and we would contact DCC in due course.

495 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 15th December 2015 be approved as a correct record and signed by the Chair.

496 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the minutes of Personnel, Crime and Communications Committee Meetings held in January 2016 be **RECEIVED** by Council.

497 RECOMMENDATIONS OF COMMITTEE MEETINGS

Absence Management Policy & Special Leave Policy - It was proposed by Cllr B Nair, seconded by Cllr D Mills and **RESOLVED** that both policies be adopted by Council, subject to a proper consultation with staff.

498 REPORT OF THE TOWN CLERK

The Clerk advised members that around 250 responses to the consultation questionnaire have been received so far.

Members **NOTED** the report from the Town Clerk.

499 BUDGET AND PRECEPT

The Town Clerk presented the options prepared for Council to consider in relation to the 2016/17 budget report.

It was proposed by Cllr B Nair, seconded by Cllr T Davinson and **RESOLVED** by majority vote, that the Council will increase the precept by 2% in this financial year to mitigate the projected decrease in the overall budget by the reductions which will be applied to the Local Council Tax Revenue Support Grant over a three year period.

It was further **RESOLVED** that the Town Clerk and Chairman be authorised to sign the precept demand for the amount of **£664,858** on behalf of Council and the Clerk will deliver the demand to DCC.

500 CIVIC HALL CAPITAL EXPENDITURE

The Clerk advised members of the items that had been identified as high and low priority by the Civic Hall Manager.

It was proposed by Cllr R Harrison, seconded by Cllr B Nixon and **RESOLVED** that the Council approve the Civic Hall Manager to authorise the works in the order she suggested, along with 2 suggestions from Cllr Harrison - soundproofing the Bamburgh suite doors and work to increase the size of the balcony tech box.

501 COUNCIL LOGO

The Clerk presented a report to members in relation to a motion put forward by Cllr W Nixon that the Town Council should seek to adopt the arms of the former Stanley Urban District Council, the rights to which are currently held by DCC.

It was proposed by Cllr D Mills, seconded by Cllr A Clegg and **RESOLVED** that the Town Clerk should liaise with DCC with a view to STC being granted authority to adopt the arms.

502 Craghead Village Hall - Grant Funding

Following a request from Craghead Village Hall to retain an unspent grant award from 2015 to hold the Leek, Flower and Vegetable show in 2016, it was proposed by Cllr B Nair, seconded by Cllr B Nixon and **RESOLVED** that Craghead Village Hall be allowed to keep the unspent funding for the same purpose.

503 Request from Loyal British Legion

This item was withdrawn as the Royal British Legion representatives were unable to attend. Apologies were accepted by Council.

504 CDALC Executive Representative

It was proposed by Cllr B Nair, seconded by Cllr R Harrison and **RESOLVED** that Cllr A Clegg be nominated as a representative to the Executive of the County Durham Association of Local Councils.

505 Date, Time and Venue of Next Meeting

Tuesday 23rd February 2016, 18:30 at 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 20th January 2016 at 6.30pm

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

*Chairman

OFFICERS: Alan Shaw (Town Clerk)

483 APOLOGIES

Apologies received from Cllrs D Marshall, C Bell, J Nicholson and B Nair were accepted by the Committee.

484 DECLARATIONS OF INTEREST

None.

485 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

None.

486 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

487 CONFIRMATION OF MINUTES

It was proposed by Cllr R Harrison, seconded by Cllr D Mills and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 9th December 2015.

488 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

- **Schedule of Payments** - members considered the schedule and **APPROVED** the list of payments for December 2015.
- **Bank Reconciliation & Unrepresented Cheques** - members noted the report and **RECOMMENDED** no further action was required.
- **Schedule of Income** - Members noted the report and **RECOMMENDED** no further action was required.
- **Current Account & Saver Account** - Members noted the report and **RECOMMENDED** no further action was required.

- **Trial Balance** - members noted the report and **RECOMMENDED** no further action was required.

489 **BUDGET 2016-17 - SECOND DRAFT**

Statutory Basis: Local Government Finance Act 1992, s. 50

Members of the Committee **CONSIDERED** the Draft Budget for 2016/17 that had been presented by the Town Clerk & the report of the Finance Manager.

Committee **NOTED** that:

- the DCLG had published their report relating to Council Tax referendum principles and that Parish Councils would not be subject to referendum for increases of 2% or more.
- The two draft budgets presented by the Town Clerk for review had made provision for all the projects and initiatives Council had requested.
- The draft budgets represented a 2% increase in the precept and a freeze in the precept.

After a discussion, Committee **AGREED** that they would not make a **RECOMMENDATION** but would leave the matter of the final budget for Full Council to consider on 26th January 2016.

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

Wednesday, 20th January 2015, 6.30pm, Stanley Civic Hall

MINUTES of the PLANNING COMMITTEE MEETING OF STANLEY TOWN COUNCIL
held at Stanley Education Centre on Tuesday 2nd February 2016 at 6.30pm

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

*Chairman

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

IN ATTENDANCE: 2 members of the public,
 Cllr Thomas Nearney (DCC),
 Cllr Carole Hampson (DCC)

506 APOLOGIES

None.

507 DECLARATIONS OF INTEREST

None.

508 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Clerk noted that there was no one recording the meeting.

509 PUBLIC PARTICIPATION

The Chairman advised members of the public and members of the County Council present that they were free to participate during the meeting.

510 CONFIRMATION OF MINUTES

It was proposed by Cllr R Harrison, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Planning Committee meeting held on 29th September 2015.

511 NEIGHBOURHOOD PLANNING

The Clerk gave a presentation about the hierarchy of planning policy, the Neighbourhood Planning process and what matters could and could not be addressed by a Neighbourhood Plan for the information of those present.

Cllr B Nixon queried whether STC would be able to request a higher percentage of affordable housing to be built under a Neighbourhood Plan. The Clerk advised Cllr Nixon that he did not believe that would be possible but that he would make further enquiries.

Cllr B Nair questioned whether having a Neighbourhood Plan would ensure better outcomes. The Clerk advised Cllr Nair that he was not prepared to give that guarantee but the ability to influence planning policy should in principle give better outcomes.

Cllr J Nicholson noted that residents of Stanley voted to have a Town Council and that we should have a Neighbourhood Plan to allow them to have a say in what happens in their area.

Cllr Thomas Nearney stated that as a County Councillor he was not opposed to the Town Council applying for a Neighbourhood Plan as it will help local people. He asked if there would be a communication strategy prior to a referendum. He also noted that DCC would be happy to help and provide any data that Town Council might need. The Clerk noted that the first thing the Town Council will do is to establish a steering group once designated as a Neighbourhood Planning Area. STC will need to identify stakeholders to form the group and it would be the group's responsibility to consider and devise a communications strategy.

The Clerk read out the questions from DCC Cllr Carl Marshall and the answers he provided. The Committee **RESOLVED** that they were satisfied with the responses the Clerk had provided.

It was proposed by Cllr R Harrison, seconded by Cllr B Nair and **RECOMMENDED** that the Town Council continue with the designation application for the whole parish to be a Neighbourhood Planning Area and consider the matter again once the outcome of the application had been published.

512

DATE, TIME AND VENUE OF NEXT MEETING

To be confirmed

MINUTES of the CRIME AND COMMUNITY SAFETY COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Education Centre on Wednesday 3rd February 2016 at 6.30pm

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

*Chair

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 James Harper (Community Development Manager)

ABSENT: Cllrs L Elliott and R Ferris

513 APOLOGIES

None

514 DECLARATIONS OF INTEREST

Cllr Charlton declared a non-pecuniary interest as a member of Durham County Council.

Cllr Bell declared a non-pecuniary interest as Chair of the Stanley Traders Association.

515 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

516 PUBLIC PARTICIPATION

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

517 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr Graham, seconded by Cllr Nixon and **RESOLVED** that the Committee approve the minutes of the Crime and Community Safety Committee meeting held on 13th January 2016.

518 WINTER MAINTENANCE

James Harper advised members that following a recent meeting with DCC and other Town Councils, the County has advised that Town Councils are not

permitted to purchase their own grit bins and site them on DCC land. All requests for grit bins had to go through the County Council's assessment criteria and the presence or lack of funding from Parish Councils would not be a deciding factor.

The Clerk advised that residents and members could submit grit bin requests to DCC or STC could purchase their own grit bins and site them on private land. The Town Council could also lobby DCC to revise their winter maintenance policy to permit Town and Parish Councils to purchase their own grit bins and site them on DCC land.

Cllr Walker noted that the assessment form for deciding if new grit bins can be put in a new area does not take into account the height above sea level of the proposed location and this was a factor in the ambient temperatures.

Cllr Nixon noted that the assessment criteria was unclear, there was no definition of near and distant which were used in a number of criteria.

Cllr Charlton questioned how much grit bins cost, how much it costs to keep them stocked and where STC would store the salt if the Council were to supply it's own bins.

It was proposed by Cllr Nixon, seconded by Cllr Thompson and **RECOMMENDED** that the Clerk discuss the assessment form with DCC to try and ascertain how the assessment criteria were actually applied.

Members discussed the footpath clearing routes that had previously been agreed. The consensus of Committee was that they felt that the priority should be changed as the routes that Groundworks were currently gritting did not reflect their priorities.

It was proposed by Cllr Nicholson, seconded by Cllr Graham and **RECOMMENDED** that the routes be altered, starting by adding the clearance of footpaths around all the schools in Stanley. The Groundworks team will be consulted and if they feel like they can clear more than just schools, the following areas will be added – doctor's surgeries, old people's bungalows and then secondary shopping areas. Members understood that this recommendation would need to be ratified by Council and agreed by DCC to be progressed further.

It was **RECOMMENDED** by the Committee that the Clerk look into the costs of purchasing and maintaining our own grit bins on private land.

519

BIG SPRING CLEAN 2016

Committee was asked to consider if they felt STC should participate in DCC's 'Big Spring Clean 2016' initiative.

After a discussion, it was **RECOMMENDED** that STC should consider organising a group to cleanup the Sustrans route and ask schools along the route to get involved.

520 MINI POLICE

The Clerk advised members that the new launch date for the Mini Police would be 26th February. The programme for the day will be the same as was scheduled for the 14th January.

521 UPDATES FROM PARTNERS / PACT HOUSE UPDATE

The Clerk advised members that PACT House now has a kitchen which was bought from a café shutting down in Gateshead. This just needs to be fitted.

The Water is back on in the building and DCC have agreed that PACT House can be exempt from rates, even though they're not registered as a charity yet.

There is an issue with the heating which is in the process of being explored and volunteers are continuing to do works to the building.

Cllr Nicholson questioned whether PACT House were concerned about the planning application submitted in relation to the old Elite Buildings as it seems that building may have some of the same functions as PACT House. The Clerk said he would look into this.

PS Dave Clark had forwarded a request for members to consider providing £108 funding to purchase 6 hi-vis jackets for Stanley Community Speedwatch volunteers.

Members **RESOLVED** to grant the request and provide the funding from the Community Safety budget on the proviso that the jackets have the STC logo and 'Community Speedwatch' printed on them.

522 OTIS UPDATE

Members discussed the OTIS project and expressed the view that they were disappointed with the lack of progress with the project. The idea of OTIS was sound but the team itself had not met for months and not delivered any outcomes in New Kyo.

It was **RECOMMENDED** that the OTIS project be shelved until a meaningful action plan was presented for consideration.

523 DATE, TIME AND VENUE OF NEXT MEETING

2nd March 2016, 6.30pm at 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 9th February 2016 at 6.30pm

PRESENT: Cllr M Wilkinson* Cllr L Marshall Cllr D Tully
Cllr R Harrison Cllr J Nicholson Cllr W Nixon
Cllr D McMahan

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
James Harper (Community Development Manager)

IN ATTENDANCE: Nick Malyan (DCC Arts Officer)

524 APOLOGIES

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

525 DECLARATIONS OF INTEREST

Cllr D McMahan declared a non-pecuniary interest in Moria Con.

526 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Town Clerk noted that Cllr Ron Harrison was recording the meeting.

527 PUBLIC PARTICIPATION

There were no written questions submitted prior to the meeting and there were no public in attendance.

528 CONFIRMATION OF MINUTES

It was **RESOLVED** that the committee approve the amended minutes of the meeting held on 19th January 2016.

529 WORKING GROUP UPDATES

Brass Festival – Members were given an outline of what the Brass festival would consist of if it came to Stanley, by Nick Malyan. For £5000-6000 STC would have workshops in schools, a daytime street performance and an evening performance.

It was proposed by Cllr R Harrison, seconded by Cllr L Marshall and **RESOLVED** that the Brass Festival be brought to Stanley.

Christmas Events – James Harper presented the proposal from the working group to members. It was proposed by Cllr D Tully, seconded by Cllr W Nixon and **RESOLVED** that the working group work on providing a traditional continental market for the week leading up to the tree switch on, and that on the night of the switch on, the Star Wars theme be used. It was also proposed by Cllr W Nixon, seconded by Cllr R Harrison and **RESOLVED** that all Christmas lights be switched on at the end of November, except for the main tree, which will be switched on at the event.

Stanley Fringe – The Town Clerk advised members that the memorial/commemoration of the Burns Pit Disaster will be on 16th February. He also advised that there is an event being organised in the evening at the Beamish Mary.

Armed Forces Day – The Clerk presented an update provided by Brian Hall to members. Arrangements are well advanced and a number of military units and charities as well as funfair rides and food providers have been arranged, more details will be available following the next working group meeting.

Play in the Park Days – The Clerk presented an update provided by Brian Hall to members. A working group meeting was held on 20th January and it was agreed that a program of events should be worked out and events should take place in parks around Stanley. It was felt that as many parks should be used as possible and that events should be inclusive as possible. It was noted that ‘different’ events should be provided as an alternative to football skills etc. The following dates and parks were suggested:

1st April South Moor Park Play in the Park Day – Activities aimed at families with young children involvement with Groundworks and Durham Wildlife Trust with environmental play activities. Healthy Living are also keen to be involved and Brian will have further meetings with Northumbria water, Wear Valley Trust, etc. who may get involved. There is also scope for small rides/bouncy castles, face painting, etc. and food vendors, ice cream van etc.

3rd June Annfield Plain Park Play in the Park Day – (date to be confirmed) Aimed at a wider age group with taster events such as archery, climbing wall, tennis skills, arts and crafts, bouncy castles, small rides, ice cream van, teas, etc.

4th August Oakey Park National Play Day – joint play day with Groundworks play organisers, as inclusive as possible aimed at all levels of ability, balls skills, bouncy rides, ice cream, etc.

Brian has had meetings with Leisure works and Groundworks and is waiting for them to provide a schedule of play events in parks in Stanley so our events complement the current scheduled events.

Cycling Event – The Clerk presented an update provided by Brian Hall to members. Ed Tutty and his colleagues at the Durham Big Ride have been told to proceed. They are now in the process of organising the event. Current working title ‘Stanley Cycling Festival’.

Moria Con – Cllr D McMahon advised Committee that he has a meeting on Thursday to flesh out the programme of events. He asked for officer support in relation to risk assessments for the event.

Community Consultation – The Clerk advised that we had received 405 responses to date, which is a statistically significant sample, albeit not the number that had been hoped for. Around 30 residents completed surveys at the drop in session held at Catchgate on 9th February 2016. Brian Hall is attending an assembly at NDA on 10th February 2016 to discuss the survey with students and encourage them to complete it. Further consultation drop in sessions will be held in Craghead, South Moor and Tanfield Lea over the next few weeks to hopefully encourage further surveys to be completed.

530

DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 8th March 2016, 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 10th February 2016 at 6.30pm

PRESENT: Cllr D Tully* Cllr R Harrison Cllr D Marshall Cllr B Nair
 Cllr J Nicholson Cllr B Nixon
 *Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 Derek Singleton (Finance Manager)

531 APOLOGIES

Apologies received from Cllrs D Walker, D Mills and C Bell were accepted by the Committee.

532 DECLARATIONS OF INTEREST

Cllr D Marshall declared an interest in payments listed on the schedule of payments to Graphic Print as he is a partner in the business.

533 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

None.

534 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

535 CONFIRMATION OF MINUTES

It was proposed by Cllr R Harrison, seconded by Cllr B Nixon and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 20th January 2016.

536 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

- **Schedule of Payments** - members considered the schedule and **APPROVED** the list of payments. D Shingleton noted that the payment for MIF 403 was made via 2 cheques - 1 paid to L Perry for the PACT House kitchen and 1 paid to the Zone Youth for PACT House. He also noted that the £300 given to Cllr D Mills was to pay for performances at the Fringe event and receipts would be given to the office.
- **Bank Reconciliation & Unrepresented Cheques** - Members noted the report and **RESOLVED** no further action was required.

- **Schedule of Income** - members noted the report and **RESOLVED** no further action was required.
- **Current Account & Saver Account** - members noted the report and **RESOLVED** no further action was required.
- **Trial Balance** - members noted the report and **RESOLVED** no further action was required.

537 **BUDGETARY CONTROL**

Members considered the report from the Finance Manager and **RESOLVED** no further action was required. Cllr D Marshall requested a breakdown of the events in the Civic Hall. The Finance Manager said that this will be coming to a future Finance committee meeting.

538 **BAR PERFORMANCE**

Members **NOTED** the report from the Finance Manager and **REQUESTED** that officers look into the costs of opening the bar whenever the Civic Hall is in use.

539 **CARD MACHINES**

Members considered the report from the Finance Manager and **RECOMMENDED** that a 2% charge be implemented for credit card payments.

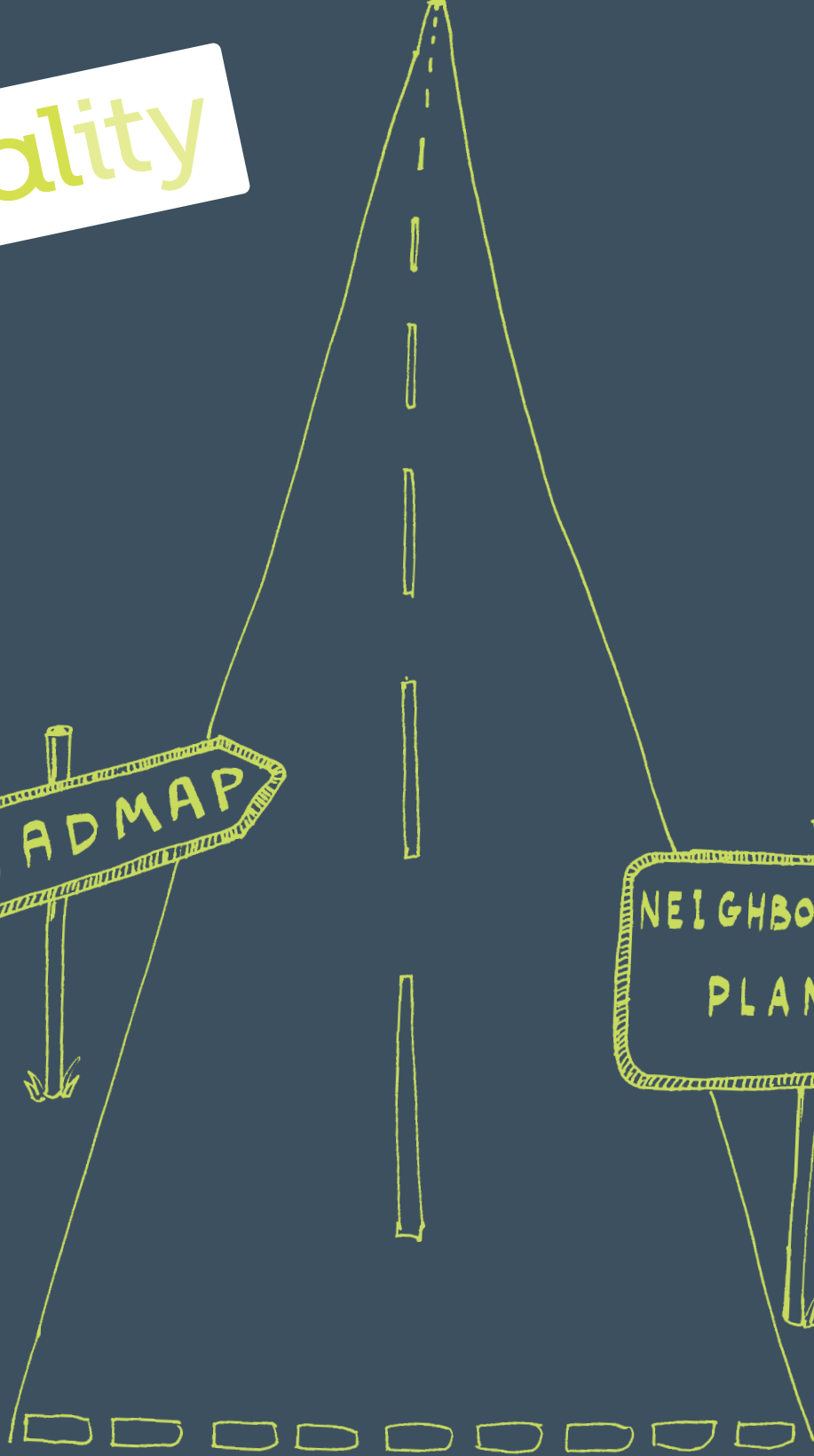
540 **CIVIC HALL CAFE**

Members considered the report from the Civic Hall Manager and **RECOMMENDED** that she be allowed to open the cafe with 4 part time staff for 3 months initially so a review can be undertaken to look at the performance before deciding if the cafe should be open permanently.

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

Wednesday, 9th March 2016, 6.30pm, Stanley Civic Hall

locality



Quick Guide to Neighbourhood Plans

Contents

- 2 Introduction
- 5 Producing a Neighbourhood Plan
- 11 Bringing the Plan into Legal Force

Introduction

Since April 2012, local communities have been able to produce Neighbourhood Plans for their local area, putting in place planning policies for the future development and growth of the neighbourhood.

This guide gives a concise summary of the process for producing a Neighbourhood Plan under the Localism Act, together with suggestions for good practice.

This guide focuses on Neighbourhood Plans rather than Neighbourhood Development Orders or Community Right to Build Orders or other community-led planning tools.



Elements of Neighbourhood Planning

The elements of neighbourhood planning under the Localism Act are:

Neighbourhood Plans

A Neighbourhood Plan is a community-led framework for guiding the future development and growth of an area. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. All Neighbourhood Plans must meet Basic Conditions, which are described later in this guide.

Neighbourhood plans relate to the use and development of land and associated social, economic and environmental issues. It may deal with a wide range of issues (like housing, employment, heritage and transport) or it may focus on one or two issues that are of particular importance in a local area.

A Neighbourhood Plan will be subject to examination and referendum and then form part of the Local Development Plan. This statutory status gives Neighbourhood Plans far more weight than some other local planning documents, such as parish plans, community plans and village design statements.

Neighbourhood Development Orders

A Neighbourhood Development Order is a means for parish/town councils or neighbourhood forums to grant planning permission for certain kinds of development within a specified area. These orders may apply to the whole or just part of the neighbourhood area.

Community Right to Build Orders

A Community Right to Build Order can be used to grant planning permission for development schemes, e.g. housing. Local community organisations that meet certain requirements or parish/town councils are able to prepare Community Right to Build Orders.

It is necessary to gain a more than 50% 'yes' vote in a public referendum to bring these plans and orders into force.

Making the Decision to Prepare a Neighbourhood Plan

Neighbourhood Plans enable communities to take the lead in producing part of the statutory development plan for the area. Crucially, unlike a parish plan, these neighbourhood plans must be used to determine planning applications in a neighbourhood area. It can represent a serious commitment and any group of people considering preparing a Neighbourhood Plan will need to carefully weigh the opportunities against the time/cost implications and come to a balanced view. This is where the flexibility of neighbourhood planning to adapt to time/resource considerations is important. Obviously, a simpler plan with few policies will have less resource implications than a more comprehensive and complex one. Possible sources of help should be identified e.g. the local authority through its duty to support.

Considerations may include what other tools can be used to deliver the community's ambitions, the adequacy of existing local policies, skills available and alternative use of resources, such as delivering existing parish or community plans.

Project Plan

Effective project planning is important to successful neighbourhood planning. A project plan can identify key stages, actions, an indicative timetable, and available resources and costs. The plan could also allocate responsibilities for coordinating different aspects of the process.



Producing a Neighbourhood Plan

Neighbourhood Area

The first formal step in neighbourhood planning is the submission of the proposed neighbourhood area to the local planning authority for designation. The following must be submitted in the area application:

- a map identifying the proposed neighbourhood area
- a statement explaining why the area is appropriate to be designated as a neighbourhood area
- a statement explaining that the body making the area application (the parish or town council or prospective neighbourhood forum) is capable of being a qualifying body.

For town or parish councils, there is a strong presumption that the neighbourhood area will be the same as the parish boundary. However, they may choose a smaller and more focused area, such as a town or local centre, or an area beyond the parish's boundaries if that makes a sensible area to plan for. Adjacent parish/town councils may agree to work in partnership to produce a joint Neighbourhood Plan.

Prospective 'neighbourhood forums' (see below) will also need to apply for a neighbourhood area to be designated.

Qualifying Bodies

Where there is a town or parish council, then that is the qualifying body for leading a Neighbourhood Plan in a designated neighbourhood area that includes all or part of the council's area. Further arrangements apply in a multi-parished area, which are not set out here.

Where there is no parish or town council, a neighbourhood forum of at least 21 people must be formed for the neighbourhood area. This should reflect the "inclusivity, diversity and character of the area" and efforts must be made to include at least one person living in the area, one person working in the area and one councillor. The forum will lead the development of the Neighbourhood Plan.

An application by the prospective neighbourhood forum to be designated as the "neighbourhood forum" for a particular neighbourhood area has to be submitted to the local planning authority.



The following must be submitted in the forum's application:

- the name of the proposed neighbourhood forum
- a written constitution for the proposed neighbourhood forum
- the name of the neighbourhood area to which the forum relates and a map identifying that area
- contact details of at least one member of the proposed neighbourhood forum (this will be made public)
- a statement explaining how the proposed neighbourhood forum meets legal requirements (see below).

Duty to Support

Once the neighbourhood area is designated by the local planning authority, that authority is legally required to provide advice and assistance to those bodies producing a Neighbourhood Plan in its area. This 'duty to support' could include things like:

- making existing data and maps available for the evidence base
- identifying key local strategic policies from the Local Plan
- advising on relevant national policies/guidance
- sharing information on key contacts, stakeholders and best practice plan-making activity
- making available venues and helping to arrange community engagement activities
- checking the plan prior to formal submission to give community confidence
- providing technical support, such as assistance in laying out and illustrating a plan and writing plan policies
- providing members for neighbourhood forums or more informal working groups
- setting up a neighbourhood planning web page on the local authority's website.

Building the Evidence Base

Planning policy and proposals need to be based on a proper understanding of the place they relate to, if they are to be relevant, realistic and to address local issues effectively. It is therefore important that Neighbourhood Plans are based on robust information and analysis of the local area; this is called the evidence base.

A review of existing evidence should be undertaken – particularly as there is already lots of evidence for planning. This may include things like:

- the evidence under-pinning the Local Plan
- socio-economic data for district/ward (census, ONS, etc.)
- technical reports (e.g. retail studies)
- transport studies and public transport data
- mapping of local area
- conservation area appraisals and statutory lists (listed buildings, historic environment record and scheduled ancient monuments)
- details of environmental protection designations, such as tree preservation orders and sites of special scientific interest
- plans from other public bodies or statutory undertakers
- existing plans for an area, such as a community plan or parish plan.

It may be necessary to develop new evidence (or update existing evidence) at neighbourhood level. This could include:

Economic: business surveys, viability, vacancy/floorspace survey, available sites survey, land values, employment need survey, etc.

Social/Community: housing condition survey, housing needs survey, audit of community facilities, 'Building for Life' assessment of housing, etc.

Environmental: heritage audit, conservation area appraisals, review of local lists, urban design analysis, open space survey & analysis, etc.

Infrastructure: transport linkages, schools capacity, transport capacity analysis, traffic/pedestrian flow surveys, etc.

Community Engagement

Community engagement is necessary and important for several reasons. It is a requirement of planning legislation including for Neighbourhood Plans. It is essential in developing consensus and creating community support. Finding out what people think and drawing on their skills and knowledge is an important part of developing the evidence base for an area and developing the Neighbourhood Plan, leading to more realistic and deliverable plans and policies. Failure to engage communities properly at an early stage is one of the main causes of conflict later in the planning process. This can lead to additional costs and delays.



The referendum will involve a simple 'yes' or 'no' vote on the Neighbourhood Plan. Properly engaging people from the beginning of the process ensures that there is an opportunity to influence the detail of the Neighbourhood Plan, rather than just having the option to accept or reject the whole plan.

Where intensive community engagement has recently been undertaken, such as in respect of the community plan, the material obtained will be useful in informing the Neighbourhood Plan.

Good practice examples of community engagement include:

Front Loading: Community engagement should be undertaken before work commences on the plan (this is called front loading) and throughout the process of plan preparation. The purpose of the first stages of community engagement is to help define issues and aims for the plan, and to inform an overall vision and to start to create a sense of wider ownership for the plan.

Publicity and Awareness: It is important to publicise the proposed Neighbourhood (development) Plan as widely as possible using different media right at the beginning of the process. Feedback should be provided throughout the process.

Local Partnerships: Key partners and stakeholders should be identified. These can provide easier access and support in involving minority groups, different communities, residents, the business community, hard-to-engage communities, etc.

Capacity Building: It will often be necessary to include capacity building (education/training) so that those participating in community engagement events are well informed about the plan and the issues it is dealing with.

Avoid Tokenism: The purpose of undertaking community engagement is to inform the content of the plan. If the outcomes have already been determined, then community engagement is tokenistic (marketing).

Specialist advice and enabling: It may be necessary for those leading and participating in the planning process to bring in specialist advice and support.

Being Creative: Community engagement needs to engage people using a range of approaches and media. It should be stimulating and enjoyable.

Managing Expectations: It is necessary to balance ambitions with realism and practical and legal limitations.

Targeting: Whilst some people will naturally want to get involved in neighbourhood planning, with other groups, people targeting will be necessary. This could include the elderly, young people, ethnic groups and other minority or hard-to-engage groups.

Making it Accessible: Careful thought needs to be given to make events and material accessible, including location, timing, media, format, etc. Events should be informal and unthreatening.

Common Mistakes – What to avoid!

Common mistakes include things like consulting too late, placing a thick document on a stand in the library or on a web site and expecting people to read it, or talking at people at a public meeting. Asking consultants to produce options before consulting the community is also poor practice. Consultation should not be treated as a one-off tick-box exercise. Also, analysis of consultation responses is not about counting the number of consultees making a comment, but considering the depth and range of responses.

Writing the Neighbourhood Plan

There is considerable flexibility over how a plan is structured and written.



Careful consideration should be made of how the plan will be delivered and this will require constructive dialogue with key stakeholders, such as development managers in the local authority, public agencies, landowners and developers.

The following are suggestions for possible content of the plan:

Vision and Aims. The Neighbourhood Plan can set out the community's overall vision for the area and should include overall aims for its future

development and growth. These can relate to a wide

range of planning and regeneration matters – social, economic and environmental. The vision and aims of the plan can then be translated into detailed policies, guidance and proposals.

Planning Policies. A Neighbourhood Plan, once made, will form part of the statutory local development plan for the area and its policies will be used to determine development proposals in the neighbourhood. Planning applications will be determined in accordance with the Neighbourhood Plan's policies unless material considerations indicate otherwise.

The policies in the plan could be supplemented if necessary by explanatory text or illustrations to help with their interpretation.

Site Allocations. The Neighbourhood Plan may identify key sites for specific kinds of development, such as housing, retail, employment or mixed use.

Community Proposals. Regeneration or enhancement proposals relating to the use and development of land could be included in the plan. For example, it could include policies around improving key public spaces and pedestrian links or allocate sites for new community facilities, such as a community centre.

To keep the Neighbourhood Plan concise, focused and clear on what are the proposed "policies", a background document could be created, listing the sources of evidence, summarising any new evidence and describing the outcomes of the community engagement programme at different stages in the plan process.

Bringing the Plan into Force

Pre-Submission Consultation

It is a legal requirement that the proposed Neighbourhood Plan is publicised and the subject of public consultation, before it is submitted to the local planning authority. This includes:

- publicising the plan in a manner which brings it to the attention of people who live, work or run businesses in the neighbourhood area. This should include details of the proposed Neighbourhood Plan, details of where and when it may be viewed (e.g. local fairs, schools, etc.), details on how to make comments on the plan and the date by which comments must be received (at least six weeks from the date on which it is first publicised)
- consulting bodies whose interests may be affected by the plan. The local council should be able to advise on this, but it is likely to include the county council, the Environment Agency, Natural England and English Heritage
- sending a copy of the proposed plan to the local authority
- consulting any neighbouring local, town or parish councils, significant landowners, local businesses and local community organisations, such as chambers of commerce, civic societies and local trusts.

It may be useful to produce a concise summary of the plan for those that don't wish to read the full document.

A brief report must be produced, summarising comments received, issues raised by those comments and describing if and how the plan has been modified in response to the issues raised. This is known as the 'consultation statement' which is a legal requirement for all Neighbourhood Plans.

Submitting the Plan

Following any amendments resulting from the pre-submission consultation stage, the proposed Neighbourhood Plan should be submitted to the local planning authority by the qualifying body. The local authority is



responsible for publicising the plan that has been submitted to them and arranging for the independent examination and referendum to take place into that submitted plan.

The submission to the local planning authority must include the following:

- a map or statement, which identifies the area to which the plan relates
- a consultation statement (see below)
- the proposed Neighbourhood Plan
- a statement on how the plan fulfils the Basic Conditions (see later section on the 'Basic Conditions').

The consultation statement should contain the following:

- details of people and organisations consulted about the proposed Neighbourhood Plan
- details of how they were consulted
- a summary of the main issues and concerns raised through the consultation process
- descriptions of how these issues and concerns were considered and addressed in the proposed Neighbourhood Plan.

Upon receiving the submitted Neighbourhood Plan proposal the local authority will publicise it and invite comments (six weeks). These comments will be sent subsequently to the independent examiner for their consideration.

Meeting the Basic Conditions

The Basic Conditions for Neighbourhood Plans are specified by law:

- must be appropriate having regard to national policy
- must contribute to the achievement of sustainable development
- must be in general conformity with the strategic policies in the development plan for the local area
- must be compatible with human rights requirements
- must be compatible with EU obligations.



Neighbourhood Plans must not breach and must be compatible with EU and human rights obligations, including the Strategic Environment Assessment (SEA) Directive. Neighbourhood Plans should be screened at an early stage to ascertain whether they are likely to trigger significant environmental effects and thus whether an SEA needs to be carried out. The Local Planning Authority (LPA) should undertake this screening assessment, consulting relevant national bodies in coming to its screening opinion. The National Planning Policy Framework makes clear that a sustainability appraisal should be an integral part of the plan preparation process, but the particular assessment requirements need to respond to the scale, status and scope of the plan being developed.

Independent Examination

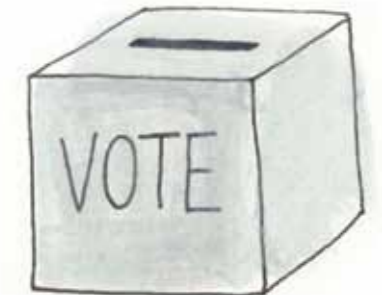
It is the responsibility of the local authority to organise and cover the costs of the independent examination and referendum. The independent examiner will be appointed by the local authority with the consent of the qualifying body.

The independent examination will consider the submitted documents and any comments made during the consultation period on the submitted plan proposal. The independent examiner will examine whether the plan meets the 'Basic Conditions' and other relevant legal requirements (e.g. consultation).

The independent examiner may recommend that the plan proceed to the referendum stage (i.e. it meets all the legal requirements) or may suggest that modifications are needed to the plan before it can proceed to the referendum. Or they may recommend that it does not proceed to the referendum, if it does not meet the relevant legal requirements. In addition, they may recommend that the referendum area include individuals beyond the boundary of the neighbourhood area.

Modifications

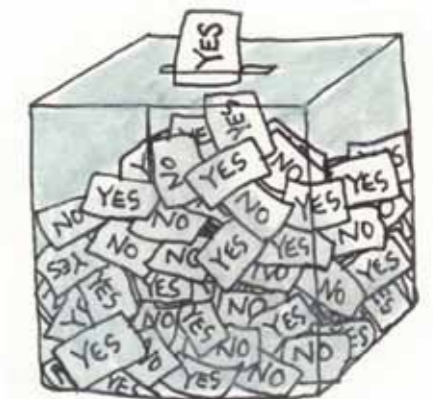
The local planning authority must make modifications to the plan if, with those modifications, the plan could comply with the Basic Conditions. The local community may withdraw the plan if it is unhappy with modifications being made.



Referendum

If the plan is found to be satisfactory (i.e. complies with the key legal requirements) with modifications if necessary, then the local authority must arrange for the referendum to take place. It must give at least 28 working days notice of the referendum before the date of the referendum. The qualifying body may campaign before the referendum, subject to rules over expenses.

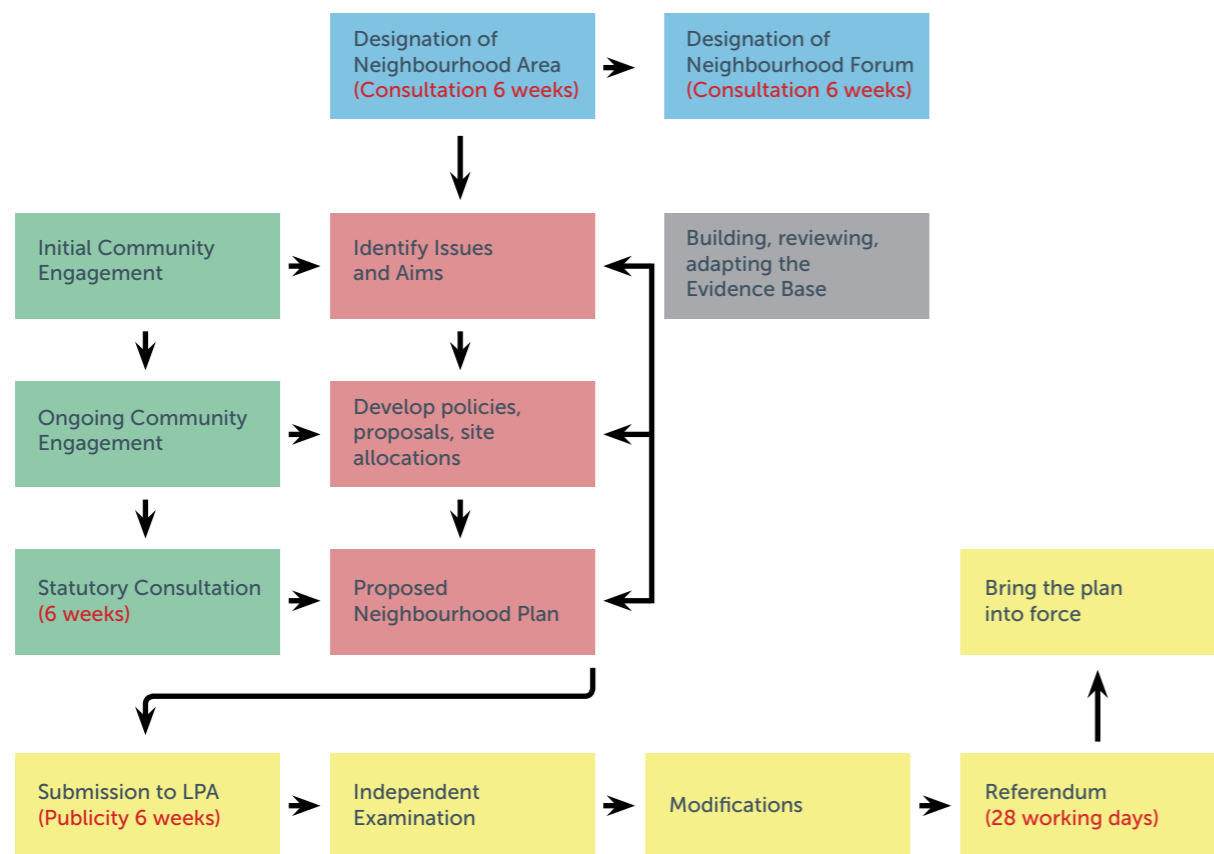
If more than 50% of those voting in the referendum vote 'yes', then the council will bring the plan into legal force.



Delivery

Once a Neighbourhood Plan is made (i.e. brought into legal force by the local authority), it will be used to determine planning applications and guide planning decisions in the neighbourhood area. Having a plan and waiting for development is one thing, but elements of the plan will need active interventions on the part of the community, the local planning authority, developers and other key stakeholders.

Process Diagram



About Locality

Locality is the leading nationwide network of settlements, development trusts, social action centres and community enterprises. We help people to set up locally owned and led organisations. We support existing organisations to work effectively through peer-to-peer exchange of knowledge and best practice on community asset ownership, community enterprise, collaboration, commissioning support, social action, community voice, community rights and regeneration. We have been working with communities involved in neighbourhood planning over the past 18 months.

Locality also works to influence government and others at national and local level to build support and investment for the movement. Locality was formed in April 2011 by the merger of BASSAC and the Development Trusts Association; two leading networks of community owned and led organisations.

Locality, 33 Corsham Street, London, N1 6DR

www.locality.org.uk

Tel: 0845 458 8336

Email: info@locality.org.uk

About the Author

Dave Chetwyn MA, MRTPI, IHBC, FInstLM

Dave Chetwyn is Managing Director of Urban Vision Enterprise CIC and a Design Council CABE Built Environment Expert. Other roles include Planning Chair with Civic Voice, Vice Chair of the National Planning Forum and Vice Chair of the Historic Towns Forum. He is also Planning Adviser to Locality and Heritage Specialist on Crossrail (Thames Tunnels section).

Former roles include Head of Planning Aid England, UK Chair of the Institute of Historic Building Conservation and a team leader in local Government. He has advised and participated in various Government groups, reviews and Parliamentary select committees on planning, regeneration, heritage, urban design, economic development, state aid and community engagement. Dave is a chartered member of the Royal Town Planning Institute, a full member of the Institute of Historic Building Conservation and a Fellow of the Institute of Leadership and Management.

Urban Vision Enterprise CIC

Burslem School of Art, Queen Street, Stoke-on-Trent, ST6 3EJ

www.uvns.org

Tel: 01782 790595

Email: info@uvns.org



Winter Maintenance Policy



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1. Introduction

- 1.1 This Winter Maintenance Policy details the service levels of where and when the Council will provide winter maintenance on the adopted highway in accordance with the national code of practice “Well-Maintained Highways – Code of Practice for Highway Maintenance Management” (the “Code”).
- 1.2 The Code has recently been updated in respect of winter maintenance with a number of medium and long term recommendations. These recommendations will be implemented on a phased basis as soon as reasonably practicable.
- 1.3 The purpose of winter maintenance is to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.
- 1.4 Winter maintenance involves:
- Pre-treatment - “precautionary” salting before the formation of ice;
 - Post-treatment - continuing salting following the formation of ice;
 - Clearance of ice and snow;
 - Dealing with continuous severe conditions; and
 - Provision of salt and grit bins/heaps.
- 1.5 For the purposes of this policy the overall winter period runs from:
- High Pennines and Low Pennines - From the beginning of October until the end of April in the following year;
 - Central and Coastal - From mid-October until mid-April in the following year; and
 - The core winter period runs from mid-November until mid-February in the following year.
- 1.6 This policy should be read in conjunction with the public information leaflet Winter Salting Routes or by referencing the [online maps](#).
- 1.7 Following the severe winter of 2008/09 a comprehensive review of winter maintenance was undertaken by a Working Group formed from the Environment and Sustainable Communities Overview & Scrutiny Committee. The recommendations contained in their report have been incorporated within this Policy and our Operational Plan to further improve resilience.

2. Legal Responsibility and Duty

- 2.1 As the Local Highway Authority, the Council is responsible for ensuring the highway network is managed and maintained for the safe and convenient movement of people and goods.
- 2.2 The Highways Act 1980 sets out the main duties of the Local Highway Authority in respect of highway maintenance. Section 41(1A) of the Highways Act 1980 (c. 66) (duty of Highway Authority to maintain highway) states:

“In particular, a Highway Authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.”

- 2.3 The Highways Act does not specify the level of winter maintenance although the Code offers guidance in line with national best practice.
- 2.4 Given the scale of commitment and other resources involved in delivering winter maintenance the Code recognises that it is not reasonable either to:
- Provide the service on all parts of the adopted highway; or
 - Ensure running surfaces are kept free of ice or snow at all times, even on the treated parts of the adopted highway.
- 2.5 Rather the Code expects the Local Highway Authority to formally approve and adopt policies and priorities for winter maintenance and this is the purpose of this Policy.

3. Objectives

- 3.1 Winter maintenance is essential to keep the highway network open for the safe and convenient movement of people and goods.
- 3.2 The objectives of winter maintenance are as follows:

Objectives	Description
Customer	Meeting user needs and expectations through an efficient, effective and proportionate service
Safety	Complying with statutory obligations
	Meeting user's needs for safety
Serviceability	Ensuring availability
	Maintaining reliability
Sustainability	Minimising whole life costs
	Maximising value to the community
	Minimising environmental impact

4. Treatment Routes

- 4.1 It is not practical to treat all parts of the adopted highway. Therefore, in accordance with the Code the Council prioritises adopted highway routes for treatment as follows:

Treatment Routes	Treatment
Carriageways	Priority 1 - Precautionary Salting and Post Treatment
Carriageways	Priority 2 - Post Treatment
Carriageways	Snow Clearance
Carriageways	Resilience Network
Footways	Snow Clearance
Cycleways	Snow Clearance

- 4.2 Please visit www.durham.gov.uk/winterroads for the Winter Salting routes for Priority 1, Priority 2 and Snow routes.

4.3 The above routes are also available as interactive maps on our website at the following link:

www.durham.gov.uk/winterroads

4.4 **Carriageways – Priority 1**

4.4.1 Priority 1 routes include all the key carriageways in the County based on the carriageway network hierarchy as detailed in Appendix 1 which reflects the relative importance of the carriageway.

4.4.2 Priority 1 routes include all carriageways in Categories 2 & 3a and the majority of Category 3b carriageways. In addition, other carriageways in Categories 3b, 4a and 4b have been added to take account of known problem areas.

4.4.3 All Category 1 Motorway and Category 2 Trunk Roads are treated by the Highways Agency.

4.4.4 Priority 1 routes comprise 45% or 1,733 km of the carriageway network. This is one of the highest proportions in the UK and reflects that winter maintenance is a top priority for the Council.

4.5 **Carriageways – Priority 2**

4.5.1 Priority 2 routes are additional to Priority 1 routes and include important roads for post-treatment in times of prolonged winter weather. Priority 2 routes are treated after the Priority 1 network has been treated subject to available resources.

4.5.2 For the purposes of the Priority 2 routes, prolonged winter weather is defined as either extended frost conditions (road surface temperatures remain below zero for a period exceeding 48 hours) or snow events (snow settles and is expected to remain for a period exceeding 24 hours)

4.5.3 Priority 2 routes are routes which have some strategic importance but not enough to include them as Priority 1 routes. They also include known problem areas.

4.5.4 Priority 2 routes comprise 10% or 387 km of the carriageway network.

4.6 **Carriageways - Snow Routes**

4.6.1 During and after major snowfall more intensive resource is required to keep carriageways clear. Therefore, resources have to be concentrated on a smaller network of more strategic Priority 1 routes known as Snow Routes.

4.6.2 The Snow Routes are prioritised as follows based on the carriageway network hierarchy:

- Bus routes on Principal (Class A) carriageways (Categories 2 & 3a) between major centres of population and links to major industrial estates including work within these estates. Restore accesses to emergency service buildings and depots;

- Category 3a and 3b carriageways prioritised based on traffic flow on bus routes and links to smaller industrial estates and communities; and
- Important public transport routes and emergencies on unclassified carriageways (Category 3b).

4.6.3 Once Snow Routes are clear then the remainder of the Priority 1 routes and Priority 2 routes will be cleared in priority order.

4.6.4 Other routes will be cleared at the request of the Emergency Services as appropriate.

4.6.5 The public may request for other carriageways to be cleared by contacting Customer Services whose contact details are at Section 9. However, these requests can only be considered once the Priority 1 and Priority 2 routes are cleared and are prioritised subject to available resources.

4.7 **Carriageways - Resilient Network**

4.7.1 The Resilient Network is a subset of the Priority 1 winter maintenance pre-treatment routes and is designed to provide a minimum essential service to the public, including links to the strategic network, access to key facilities, critical infrastructure and other transport needs.

4.7.2 For winter maintenance purposes the Resilient Network is a contingency that is only implemented if there is a shortage of resources such as salt.

4.8 **Footways**

4.8.1 Footway routes are based on the footway network hierarchy as detailed in Appendix 2 which reflects the relative importance of the footway. Footway treatment is prioritised as follows:

Footway Category	Overnight Frost Conditions <i>(overnight forecast temperatures below zero but not extending beyond 10.00am)</i>	Daytime Frost Conditions <i>(forecast temperatures below zero extending beyond 10.00am)</i>	Extended Frost Conditions <i>(forecast temperatures remaining below zero for a period exceeding 48 hours)</i>	Snow Events <i>(snow expected to settle and remain for a period exceeding 24 hours)</i>
1a	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
1	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
2	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
3	No treatment	No treatment	No treatment	No treatment
4	No treatment	No treatment	No treatment	No treatment

4.8.2 In times of severe weather the Council will undertake treatment of footpaths in accordance with the table detailed above in the following locations countywide:

- Category 1 and 1a footways (town centres);
- Public transport interchanges;
- Hospitals;
- Doctors surgeries/health centres;
- Selected Category 2 footpaths (small village shopping streets);
- Sheltered accommodation; and
- Care homes.

4.9 **Cycleways**

4.9.1 Cycleway routes are based on the cycleway network hierarchy as detailed in Appendix 3 which reflects the relative importance of the cycleway. Cycleway treatment is prioritised as follows:

Cycleway Category	Overnight Frost Conditions <i>(overnight forecast temperatures below zero but not extending beyond 10.00am)</i>	Daytime Frost Conditions <i>(forecast temperatures below zero extending beyond 10.00am)</i>	Extended Frost Conditions <i>(forecast temperatures remaining below zero for a period exceeding 24 hours)</i>	Snow Events <i>(snow expected to settle and remain for a period exceeding 24 hours)</i>
A	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway
B	No treatment	No treatment	Treatment will be undertaken as and when resources become available	Treatment will be undertaken as and when resources become available
C	No treatment	No treatment	No treatment	No treatment

5. **Provision of Salt and Grit Bins**

5.1 The Council undertakes precautionary salting on only a proportion of the adopted highway network and many minor roads are not treated. In these areas the Council will provide salt and grit bins for the public to use themselves based on the following objective criteria:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Roads: <ul style="list-style-type: none"> - Steep gradients; - Severe bends; - Traffic category; - Bus route; and - Accident history. | <ul style="list-style-type: none"> ▪ Footways: <ul style="list-style-type: none"> - High pedestrian activity; - Gradients; - Pedestrians with reduced mobility; - Health centres; and - Local services. |
|---|--|

5.2 The public may request a salt bin assessment via Customer Services whose contact details are at Section 9.

- 5.3 Please see Appendix 4 for the salt bin assessment form.
- 5.4 The Council provides over 2,300 salt and grit bins countywide.
- 5.5 Please note that the salt and grit must only be used on the adjacent carriageway and footway. It must not be used on private drives and paths or taken to another location.
- 5.6 The Council regularly re-fills the salt and grits bins however some bins may be emptied before the next scheduled re-fill. If a bin is empty the public may request a re-fill via Customer Services whose contact details are at Section 9.

6. **Provision of Salt and Grit Heaps**

- 6.1 Salt and grit heaps are provided in rural locations on steep banks and bends for the public to use themselves on a case by case basis.
- 6.2 The Council regularly replenishes the salt and grits heaps however some heaps may be depleted before the next scheduled replenishment. If a heap is depleted the public may request a replenishment via Customer Services whose contact details are at Section 9.

7. **Deployment and Response Times**

7.1 ***Precautionary Salting – Priority 1 Routes and Resilient Network***

- 7.1.1 The decision whether to precautionary salt on an evening or the next morning is taken by trained and experienced Duty Managers based on specialist winter weather forecasts and local knowledge. This decision is normally taken before 14:00 hours. Once this decision has been made the precautionary salting is carried out at the optimum time to maximise the effectiveness of the treatment.
- 7.1.2 The weather forecast and actual conditions are closely monitored by the Duty Managers and actions changed as appropriate. Actual conditions are monitored using 12 roadside weather monitoring stations across the county and feedback from operational staff on the ground.
- 7.1.3 The response time, which is the period between a decision being taken to begin treatment and vehicles leaving their depots, is one hour, applying both within and outside normal working hours.
- 7.1.4 The target treatment time for precautionary salting, which is the period between vehicles leaving the depot and the completion of treatment on a particular route, is 2½ hours.
- 7.1.5 For early morning treatment of carriageways this treatment should normally be completed by 07:30 hours on weekdays and Saturdays and by 08:30 hours on Sundays and Bank Holidays. In general, no treatment will take place between 23:00 hours and 05:00 hours unless specific forecast conditions dictate it to be necessary.
- 7.1.6 Effective precautionary salting relies on accurate weather forecasts and good decision making. Whilst the accuracy of weather forecasts has greatly improved

due to advances in technology in recent years the accuracy can never be guaranteed and actual conditions can be better or worse than forecast. If conditions are worse than forecast then there is a risk that precautionary salting will not be completed in time before ice forms on the carriageway.

7.1.7 Further even if precautionary salting is completed on time there is no guarantee that it will be fully effective as it relies on the effects of traffic to crush the salt to form a brine solution but once in solution it can be washed away by rain.

7.1.8 Therefore, it is important that highway users are aware that there are no guarantees that routes will be free of snow and ice and travel appropriately to the prevailing weather conditions at all times.

7.2 ***Post Treatment and Clearance of Ice and Snow – Priority 1 Routes and Resilient Network***

7.2.1 Where ice has formed or ice and snow settled resources will continuously be deployed until routes are clear and likely to remain clear.

7.3 ***Post Treatment and Clearance of Ice and Snow – Priority 2 Routes***

7.3.1 Priority 2 routes will only be treated during times of prolonged severe weather and when the Priority 1 routes are clear and likely to remain clear subject to available resources.

7.4 ***Snow Routes***

7.4.1 Resources will continuously be deployed until routes are clear and likely to remain clear.

8. **Resilience**

8.1 Following recent severe winters the Council has improved resilience by increasing salt stocks to 42,000 tonnes at the start of the winter maintenance season. This provides enough salt for all but the most severe winters without any re-supply. This mitigates the risk of any salt supply shortages during the winter maintenance season.

8.2 The salt stock of 42,000 tonnes provides the following resilience for the normal treatment networks compared to that recommended by the Code:

Resilience - Salt Stocks	Code – Recommended	Durham County Council
Runs	48	160
Days	12	40

8.3 The Council places orders for salt deliveries during the winter maintenance season to replenish stocks as they are used to maintain resilience.

9. **Customer Services**

9.1 ***Durham County Council***

9.1.1 All emergencies (which are defined as any issue deemed to be an immediate danger to public safety) must be reported by telephone number 03000 261000 which is staffed 24 hours every day of the week to ensure that they are treated as a priority.

9.1.2 Other issues may be reported by either:

- Telephone number: 03000 261000
- Email: help@durham.gov.uk
- Website: www.durham.gov.uk/winterroads

9.1.3 For general winter maintenance information please see the website:

www.durham.gov.uk/winterroads

9.1.4 Emails are only monitored during normal working hours.

9.1.5 All reports will be assessed by Customer Services and then directed to the appropriate team for action.

9.2 ***Highways Agency***

9.2.1 For enquires on the A1(M) and A66 call the Highways Agency Information Line (HAIL) on 0300 123 5000.

9.2.2 For enquires on the A19 call Autolink on 01642 560538.

10. **Feedback**

10.1 The Council welcomes feedback on any aspect of this Policy. If you would like to provide feedback please provide via Customer Services using the contact details above.

Appendix 1 - Carriageway Network Hierarchy

Category	Hierarchy Description	Type of Road - General Description	Detailed Description
1	Motorway	Limited access. Motorway regulations apply.	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary links. Short – Medium distance traffic.	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	Classified Road (B and C Class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the strategic and main distributor network. In built up areas these roads have 30mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On street parking is generally unrestricted except for safety reasons.
4a	Link Road	Roads linking between the main and secondary distributor network with frontage access and frequent junctions.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads with 30mph speed limits, random pedestrian movements and uncontrolled parking.
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGV. In urban areas they are often residential loop roads or cul-de-sacs.

Appendix 2 - Footway Network Hierarchy

Category Number	Category Name	Brief Description
1a	Prestige Walking Zone	Very busy areas of towns and cities with high public space and streetscene contribution
1	Primary Walking Route	Busy urban shopping and business areas and main pedestrian routes
2	Secondary Walking Route	Medium usage routes through local areas feeding into primary routes, local shopping centres, etc.
3	Link Footway	Linking local access footways through urban areas and busy rural footways
4	Local Access Footway	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs

Appendix 3 - Cycleway Network Hierarchy

Category	Description
A	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).
B	Cycle track; a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths; either segregated by a white line or other physical segregation, or un-segregated.
C	Cycle trails; leisure routes through open spaces. These are not necessarily the responsibility of the Highway Authority but may be maintained by an Authority under other powers or duties.

Appendix 4 – Salt Bin Assessment Form

DURHAM COUNTY COUNCIL

SALT BIN REQUEST (Valid from December 2014)

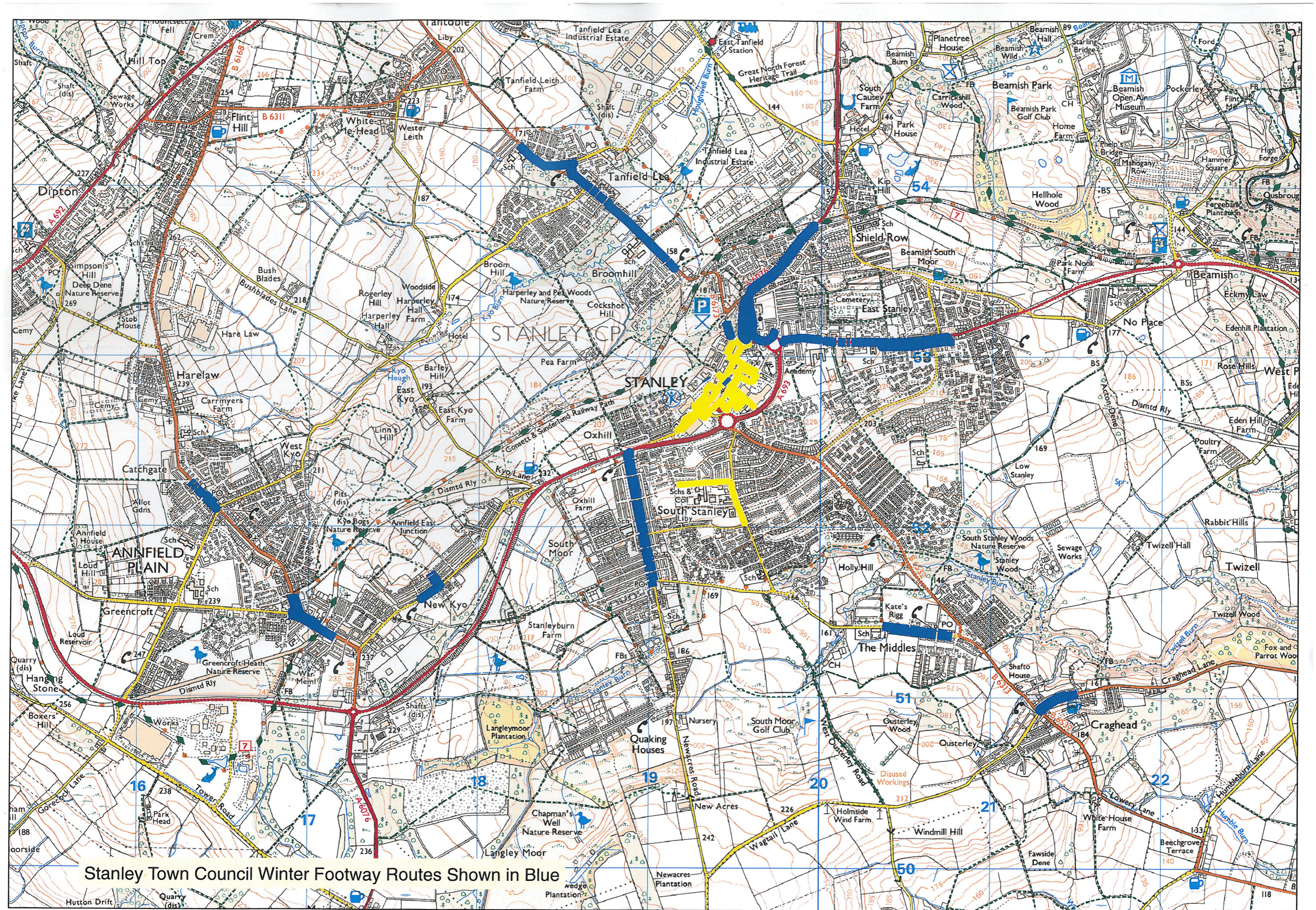
Location:	Date:	Assessor:
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	Characteristic	Description / Severity	Scores	Score (road)	Score (footways)	
1	Description of gradients	Steep	60			
		Moderate	30			
		Slight / level	Nil			
2	Description of bends	Sharp / many	50			
		Moderate / few	20			
		Slight / straight	Nil			
3	Traffic type	Domestic / housing est	20			
		Industrial	10			
		Rural	Nil			
4	Traffic flow	Heavy	20			
		Light	10			
5	Pedestrian activity	Elderley / less mobile	40			
		Heavy (town, large village)	30			
		Light (small village)	10			
6	On a treated route	Yes	Priority 1	-80		
			Priority 2 / other	20		
		No	0			
7	Salt bin / heap nearby	Yes	-80			
		No	20			
8	Proximity of health centre / surgery	Near	40			
		Distant	Nil			
9	Other important local services - pharmacy, schools, comm centre, shops etc.	Near	30			
		Distant	Nil			
10	Bus route	Untreated	20			
		Treated	10			
11	Accident history	Yes	20			
		No	Nil			
TOTAL						
				150 to qualify	150 to qualify	

Signed
Assessor

Signed
Highways Superintendent

Date



Stanley Town Council Winter Footway Routes Shown in Blue



Mr Alan Shaw
Town Clerk
Stanley Town Council
Front Street
STANLEY
DH9 0NA

15 February 2016

Dear Mr Shaw

The Middles Post Office®
Craghead Village Hall, Craghead, Stanley, DH9 6AN

Decision - move to new premises & branch modernisation

I'm writing to confirm that we will be proceeding with our proposal to move the above Post Office branch to Craghead Off-Licence & Foodstore (formerly H Spence), 11 Standerton Terrace, Stanley, DH9 6DD, where it will operate as one of our new local style Post Office branches.

We received a number of comments from customers and local representatives during the local public consultation period. The main feedback commented about parking difficulties in the area surrounding the new location. Other comments related to access into and within the proposed shop. All the feedback helped me to understand customers' concerns and to make sure that all such information was taken into account before finalising our plans.

With regards to parking in the area surrounding the new location, it is fair to say that this is a problem faced generally in many locations nationwide. As I am sure you will understand the availability of parking spaces and local parking restrictions in force is outside the direct control of Post Office Limited, however I have conducted a further review of this matter. I can confirm that there is parking available in lay by lane opposite the premises with further roadside parking close by. I am therefore satisfied that parking will meet the needs of customers using the Post Office.

We recognise that the Post Office plays an important part in the lives of our customers, particularly for our elderly and disabled customers, and we want to make our services as accessible as possible. Internally, the new branch will be built in line with Post Office specifications, making sure there is sufficient space for the new style local Post Office to operate alongside the retail offer. We will be working closely with the new operator on the internal layout and some fixtures, fittings and retail stock will be re-aligned or removed to make sure there is clear access into the premises. Aisles and the queuing area will be kept free from obstructions and adequate room will be provided for customers and a wheelchair to move around the store and access Post Office services with ease.

Although the local style format is a more modern way of offering Post Office services, please be assured that it in no way compromises the professional service standards that customers rightly expect at all of our branches. Staff will be fully trained in Post Office transactions and will be on hand to make sure service standards are maintained. Their training will include Data Protection, Mail Handling and the need to respect customer privacy and confidentiality. As well as this, our robust safety and security procedures will be put in place that all operators must adhere to, which includes safeguard of customers, staff and the cash and stock entrusted to the operator's care.

The new local style Post Office will operate from a Post Office serving point, located at the shop counter, enabling customers to carry out a wide range of Post Office products and services alongside retail transactions. The Post Office transactions through the local style branch are designed to be quick and efficient to operate, allowing for fast and effective customer service making the service easy for customers and operators and helping to alleviate queuing. This does mean that a small number of transactions that are more time consuming, complex or paper based won't be offered at the new branch. However I can confirm that the vast majority of Post Office products and services will continue to be available following the change and the small number of services that will not be offered will continue to be available at Stanley Post Office which provides the full range of Post Office services.

Subject to survey and any required planning permission, the Post Office cash machine will be transferring to the new location. In the meantime, customers will be able to withdraw cash at the Post Office counter via the chip and pin facility during the extended opening hours 08:00 to 20:00 Monday to Sunday. Outside of these hours, customers can use the 24 hour cash machine at our Stanley Post Office branch.

The change also means that local residents will benefit from significantly longer opening hours, providing customers greater flexibility to use our services and at times that suit them better. Full details of the new branch are provided at the end of this letter together with a list of the products and services which will be available.

I have carefully considered our original proposal, the feedback received during the public consultation period along with the impact on local residents and the wider community. Having also reviewed pedestrian and vehicular access to the new site, I am confident that the new branch is suitably located and that this new way of offering Post Office services will meet customer needs, whilst helping to provide long term viability and future sustainability for Post Office service provision in the local community.

Posters will now be displayed in branch to let customers know about this decision. We're currently making the final arrangements for the move and further posters will be provided in branch soon to let customers know the actual date the move will take place.

You can also find a copy of this letter on our website at postofficeviews.co.uk. When entering the website you will be asked to enter the code for this branch: 36232999

This change to the Post Office network is being carried out in accordance with the Code of Practice for changes to the network, as agreed with the independent statutory consumer watchdog. A full copy of the Code of Practice is available on our website at www.postoffice.co.uk/transforming-post-office, or by contacting us at the address provided at the end of this letter.

Thank you for considering our proposal.

Yours sincerely



Suzanne Richardson
Regional Network Manager

How to contact us:

-  postofficeviews.co.uk
-  comments@postoffice.co.uk
-  Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55
-  FREEPOST Your Comments

Please note this is the full address to use and no further address details are required.

We've published our final plan on-line, to see it, scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

The Middles Post Office information sheet															
Address	Craghead Off-Licence & Foodstore (formerly H Spence) 11 Standerton Terrace Stanley DH9 6DD														
Opening hours	<table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Monday</td> <td>08:00 – 20:00</td> </tr> <tr> <td>Tuesday</td> <td>08:00 – 20:00</td> </tr> <tr> <td>Wednesday</td> <td>08:00 – 20:00</td> </tr> <tr> <td>Thursday</td> <td>08:00 – 20:00</td> </tr> <tr> <td>Friday</td> <td>08:00 – 20:00</td> </tr> <tr> <td>Saturday</td> <td>08:00 – 20:00</td> </tr> <tr> <td>Sunday</td> <td>08:00 – 20:00</td> </tr> </tbody> </table>	Monday	08:00 – 20:00	Tuesday	08:00 – 20:00	Wednesday	08:00 – 20:00	Thursday	08:00 – 20:00	Friday	08:00 – 20:00	Saturday	08:00 – 20:00	Sunday	08:00 – 20:00
Monday	08:00 – 20:00														
Tuesday	08:00 – 20:00														
Wednesday	08:00 – 20:00														
Thursday	08:00 – 20:00														
Friday	08:00 – 20:00														
Saturday	08:00 – 20:00														
Sunday	08:00 – 20:00														
Distance	53 metres away from the current branch, along level terrain.														
Products & Services	The majority of Post Office products and services will still be available.														
Accessibility & accessibility works	<p>Access and facilities Access will be level with a wide door. Internally, there will be a hearing loop and space for a wheelchair.</p> <p>Parking Parking is available in the layby lane opposite the premises.</p>														
Retail	Convenience store														
Date of Relocation	To be confirmed soon														

The Middles Post Office® services available

Our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk

	New branch
Mail	
First & Second Class mail	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓
Special stamps (Christmas issue only) & postage labels	✓
Signed For	✓
Special Delivery	✓
Home shopping returns	✓
Inland small, medium & large parcels	✓
Express & contract parcels	Express 24 & 48
British Forces Mail (BFPO)	✓
International letters & postcards (inc. signed for & Airsure)	✓
International parcels up to 2kg & printed papers up to 5kg	✓
Parcelforce Worldwide International parcels	x
Articles for the blind (inland & international)	✓
Royal Mail redirection service	✓
Local Collect	✓
Drop & Go	✓
Withdrawals, deposits and payments	
Post Office Card Account	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓
Postal orders	✓
Moneygram	✓
Change giving	✓
Bill payments	
Automated bill payments (card or barcoded)	✓
Key recharging	✓
Transcash (without barcode)	x
Licences	
Rod fishing licences	✓
Travel	
Pre-order travel money	✓
Travel insurance referral	✓
Mobile Top-ups & E vouchers	
Mobile Top-ups & E vouchers	✓
National Lottery Terminal	✓
Payment by cheque	
Products marked * are available at Stanley Post Office, 92 Front Street, Stanley, DH9 0HU	x

Opening times:
 Mon – Fri 09:00 – 17:30
 Sat 09:00 – 15:00



 THE CHURCH
OF ENGLAND

CHURCH
COMMISSIONERS

James Davidson-Brett
Pastoral Division

14/1/2016

Mission and Pastoral Measure 2011
The church of Saint Aidan, Annfield Plain
in the diocese of Durham

The Bishop has asked us to issue a draft Pastoral Church Buildings Scheme in respect of proposals affecting this church. I enclose a copy of the draft Scheme. I am sending a copy to all the statutory interested parties and any others with an interest in the proposals. Anyone may make representations for or against all or any part or parts of the draft scheme in writing or by email to reach me no later than midnight on the **7 March 2016**.

If I have not acknowledged receipt of your representation before this date, please ring or e-mail me to ensure it has been received. For administrative purposes, a petition will be classed as a single representation in this respect. If the Commissioners do not receive representations against the draft Scheme, they will make the Scheme and it will come into effect as it provides. A copy of the completed Scheme will be sent to you together with a note of its effective date.

If the Commissioners receive any representations against the draft Scheme, they will send them, and any representations supporting the draft Scheme, to the Bishop whose views will be sought. Individual representors and the primary petitioner will then receive copies of the Commissioners' correspondence with the Bishop (including copies of all the representations) and will be told whether a hearing is to be held. They and individual petitioners may comment further. Copies of all of the representations received and associated correspondence will be published on the Commissioners' website if the matter needs to be considered by the Commissioners.

Those making representations should indicate whether they would like an opportunity to speak to the Committee regarding their representations in the event the Commissioners decide a hearing should be held regarding the case. If a hearing is held, anyone may attend the meeting of the Pastoral Committee that considers the case and representors may have an opportunity to speak to the Committee. Otherwise, if a hearing is not to be held, the case will be considered in private and you will be informed accordingly. When the Commissioners acknowledge representations they will let individual representors (and the primary petitioner) know the next few dates of the Committee's meetings. They will confirm the actual date of any hearing nearer the time. The Pastoral Committee will decide if the draft Scheme should proceed when it considers all the representations on the basis of a paper prepared by the Commissioners' staff and any points raised at the meeting. If it does so decide, any representor or petitioner against the draft Scheme may seek leave from

Church House, Great Smith Street, London, SW1P 3AZ
Direct Line +44(0)207 898 1687 Switchboard: +44(0)207 898 1000
Email: james.davidson-brett@churchofengland.org DX: 148403 Westminster 5
Website: www.ccpastoral.org

the Privy Council to appeal against the decision. You will be informed of the Commissioners' decision and the reasons for it.

Please see <http://churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/rebs.aspx> for further information about the procedure.

PCC Secretaries, incumbents/priests-in-charge/rural deans and other interested parties should refer to the relevant notes overleaf for important additional information concerning them.

James Davidson-Brett
Notes

PCC Secretaries

If you know the PCC Secretary is away and has been unable to display the Notice, please contact me so that I can make alternative arrangements.

The draft scheme is sent to you as PCC Secretary and you should ensure that the PCC as a body is able to make any comments on the draft if it wishes.

I enclose:

- (1) a yellow advice note
- (2) a blue copy (or copies) of a Notice to be displayed locally about the scheme
- (3) an additional copy (or copies) of the draft scheme
- (4) a green acknowledgement form and a reply-paid envelope, and
- (5) a glossary.

You are required to display details of the draft scheme as explained in the yellow advice note. We are not able to complete the scheme until all the legal requirements of the Measure are met.

It is therefore essential that the public notices are displayed as soon as possible to avoid any unnecessary delay in the progress of the scheme.

If you are no longer the PCC Secretary, please pass these papers to the current Secretary who should let me have a note of his or her name and address.

Incumbents/priests-in-charge/rural deans

It would be helpful if you would ensure that these notices and the draft Scheme are drawn to the attention of each congregation in the announcements at services during the consultation period. If you know that the PCC Secretary of the (any) parish is not available to carry out these requirements, please could you arrange for these matters to be dealt with by someone else as soon as possible. Please also let me know if there has been a recent change of Secretary in any of the parishes.

5. (1) If upon the date on which Part III of this Scheme comes into operation no person holds an ecclesiastical office under Common Tenure and is in receipt of a stipend or other emoluments of office including accommodation in any parish which will be dissolved by this Scheme, Part I of this Scheme shall come into operation on the first day of the month following the said date; but if on the said date any person holds such an office Part I of this Scheme shall come into effect six months thereafter or on such earlier date on which all such offices have been vacated.

(2) Part II of this Scheme shall come into operation on such date as the Commissioners, after consultation with the Bishop, shall determine.

(3) Part III of this Scheme shall come into operation upon the date on which it is made by the Commissioners.

In witness whereof the Church Commissioners have caused their Common Seal to be hereunto affixed.

SIGNED by the Right Reverend Paul,)
Bishop of Durham.)

Executed as a Deed by the affixing of the)
Common Seal of the Church)
Commissioners in the presence of:-)

AUTHENTICATING OFFICER

Notes by the Church Commissioners' office (not forming part of the draft Scheme)

The Commissioners have been told by the Bishop on the advice of his Diocesan Mission and Pastoral Committee that the rationale behind the diocesan proposals is as follows:

The church of Saint Aidan, Annfield Plain is in poor condition and would cost very significant funds to restore. Despite exploring potential means of reviving mission in the parish the decision has been taken locally to support closure of the building and union of the parishes of Collierley and Saint Aidan, Annfield Plain

Publication of this draft Scheme by the Commissioners does not mean that we have taken a view on the merits of the diocesan case. We have a duty to publish draft Schemes based on diocesan proposals.

If we receive representations against the draft Scheme, we will send all representations, both for and against, to the Bishop and ask for his views. Individual representors will then receive copies of our correspondence with the

Bishop (including copies of all the representations) and they may comment further in writing to us in light of the diocesan response if they so wish.

If there are no representations against the draft Scheme, we will make the Scheme and arrange for it to be brought into effect.

This Scheme, if implemented, would have the effect of closing Saint Aidan's church for public worship and vesting it in the Durham Diocesan Board of Finance for care and maintenance pending a decision on its future. Any such decision would be the subject of a second Scheme, called a Pastoral (Church Buildings Disposal) Scheme, which would be prepared and published by the Church Commissioners, and with regard to which an opportunity would be given for representations to be made. In terms of implementing this Pastoral Church Buildings Scheme subject to the consideration of any representations, the Commissioners will need to be satisfied that all aspects of title relating to the church, including access and any rights of way, are in order before they make the Scheme. Banns of marriage may not be called nor marriages solemnized in the church from the date of closure.

Coming into effect clause

Under the provision of s39(3) of the Mission and Pastoral Measure 2011 it is mandatory for a Pastoral Scheme which would have the effect of causing any ecclesiastical office held under Common Tenure the holder of which is in receipt of a stipend and/or accommodation to cease to exist to include the provision in clause 5 delaying the coming into effect of the Scheme for up to six months after it is made. This is to give such an office holder who would be dispossessed an opportunity to find another post before the Scheme takes effect, and if not appointed to another office he or she may become eligible for compensation. For the avoidance of doubt this provision is included in all cases where the possibility of such dispossession could arise but the six month delay provision will only become operative if someone in receipt of a stipend and/or accommodation, other than such a person who is named in the Scheme as the first holder of a new office, is actually in post on the day the Scheme is made. Generally any such persons will agree to resign and be relicensed to the new benefice in order to bring the Scheme into effect without delay.

Glossary of words commonly used in Pastoral Reorganisation

A fuller version is available in the Code of Recommended Practice to the Mission and Pastoral Measure 2011

(<http://www.cofe.anglican.org/about/churchcommissioners/pastoralandclosedchurches/pastoral/pastadmin/code/>)

Archbishop	Senior bishop with authority over a Province - of Canterbury and of York.
Archdeacon	An office held by a senior clergyman appointed by the bishop with an administrative responsibility over an archdeaconry. Some of his duties are laid down by law but in other respects his duties vary according to diocesan practice: they include care for church property.
Archdeaconry	Sub-division of the diocese over which an archdeacon has administrative responsibility.
Benefice	An ecclesiastical office carrying certain duties. An incumbent's benefice is therefore not a geographical area (see parish) but the office to which (s)he is appointed and may comprise one or more parishes. A benefice may be a rectory or vicarage from which the incumbent is called rector or vicar.
Bishop	In the Church of England the bishop is the central focus of organisation and ministry within his diocese. He is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese. He is also, in his own person, the chief representative of the diocese in the work of the wider church. He may be assisted by suffragan or assistant bishops.
Common Tenure	The basis on which all Church of England offices will eventually be held under the Ecclesiastical Offices (Terms of Service) Measure 2009. Existing holders of freehold offices may decide not to opt-in to Common Tenure but new office holders will be on Common Tenure.
Chapel of Ease	A consecrated church that it is not a parish church but is within a parish that does have a parish church. Originally for the ease of parishioners who could not attend the parish church.
Church Representation Rules	Schedule 3 to the Synodical Government Measure 1969 but updated as a separate booklet. They contain the mechanism for the setting up of representative bodies in the Church of England from parochial church councils to the House of Laity of the General Synod.
Cure of Souls	'Cure' means 'care'. The bishop has the universal cure of souls in a diocese but, subject to this, the incumbent of a benefice (or team rector and team vicar(s) in a team ministry) has the exclusive cure of souls within his or her parish or parishes. The expression should not be confused with the more general phrase 'pastoral care'.
Deanery	A sub-division of an archdeaconry usually comprising between 10 and 20 parishes.
Declaration of closure for regular public worship	The act of closing a church for public worship under the Mission and Pastoral Measure 2011.
Diocesan Board of Finance	A company constituted by the diocesan synod and regulated by the Companies Acts. A board of finance holds property for Church of England purposes, transacts business in that connection and acts as a committee of the diocesan synod. It normally also acts as the diocesan trust.
Diocesan Mission and Pastoral Committee	Statutory Committee established by the Mission and Pastoral Measure 2011. Its duty is to review the arrangement for pastoral supervision in the diocese and, as appropriate, to make recommendations to the bishop.
Diocese	One of 43 main territorial units of the Church of England over which a bishop has responsibility. Divided into archdeaconries, deaneries and parishes.
District Church Council	If a parish comprises two or more places of worship or churches then individual councils can be set up for the districts in which each place of worship or church is situated to exercise such functions as may be delegated by the parochial church council.
Glebe	Land or buildings vested in the Diocesan Board of Finance that either provides a rental income to augment the Diocesan Stipends Fund or provides housing for those involved in the cure of souls.
Group Council	Where a group ministry is established the parochial church councils of the individual parishes can form a group council to act in the area as a whole in such matters as the individual PCCs together decide.
Group Ministry	An arrangement, authorised by the Mission and Pastoral Measure 2011 whereby the clergy of two or more separate benefices can assist each other to make the best possible provision for the cure of souls in the area as a whole.
Incumbent	Holder of a benefice (which can be either a freehold or a Common Tenure office) – and can be either a rector or a vicar - with responsibility for the cure of souls. May be assisted by curate, deacon, licensed lay worker, retired priest etc.
Interested Party	One of the statutory persons or bodies that the Diocesan Pastoral Committee is required to consult in accordance with s.6 / 21 of the Mission and Pastoral Measure 2011.

Glossary of words commonly used in Pastoral Reorganisation

Joint Parochial Church Council	Where a benefice comprises two or more parishes the parochial church councils of the individual parishes can form a joint parochial church council to act in the benefice as a whole in such matters as the individual PCCs together decide.
Leave to Appeal	Any person who makes a representation to the Commissioners against a pastoral scheme has a right to apply for leave to appeal to the Judicial Committee of the Privy Council against a decision of the Commissioners to proceed notwithstanding that representation.
Members ('Other') of a Team Ministry	May be clerical or lay (see s.34 of Mission and Pastoral Measure 2011). They share the pastoral care of the area with the team rector and team vicars, but NOT the cure of souls.
Mission and Pastoral Measure 2011	The Measure of the General Synod which authorises changes in pastoral reorganisation. Designed to "make better provision for the cure of souls". Part of the law of the land and equivalent to an Act of Parliament.
Parish	The basic geographical unit over which an incumbent has cure of souls. There may be several parishes within the area of one benefice.
Parish Centre of Worship	An unconsecrated Place of Worship designated by the bishop under s.43 of the Mission and Pastoral Measure 2011 whereupon for most purposes (other than marriage) it is regarded as a parish church.
Parish Church	A consecrated building in a parish in which, subject to canon law, the statutory services must be held. Parishioners have a right to be married, baptised etc. in the parish church. S.41(2) of the Mission and Pastoral Measure 2011 requires that any new church or existing building which is to become a parish church must be approved by the bishop, subject to the bishop having consulted both the Diocesan Pastoral Committee and the Diocesan Advisory Committee.
Parochial Church Council	Representative body of parishioners elected from those on the electoral roll in accordance with the Church Representation Rules. Usually chaired by incumbent.
Parsonage House	The official place of residence of an incumbent of a benefice. The house belongs to the incumbent in right of his or her office.
Pastoral Committee	A Committee of the Commissioners' Board of Governors which makes decisions on representations on pastoral, houses and glebe matters. It is chaired by the Third Church Estates Commissioner.
Pastoral Order	A document which effects changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011. Differs from a pastoral scheme mainly in that it deals with lesser matters.
Pastoral Scheme	A document which effects more complex changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011.
Patron	The person or body owning an advowson (i.e. right to present a priest to a benefice) who may be a private individual or a corporation (ecclesiastical or lay).
Plurality	The holding of two or more separate benefices by one incumbent who then has the freehold of all the benefices. This can only be authorised by a scheme or order under the Mission and Pastoral Measure 2011.
Priest in Charge	A priest given charge of a benefice by licence of the bishop. (S)he has not been presented and is not the incumbent but holds office under common tenure.
Representations	The Mission and Pastoral Measure 2011 requires that any draft scheme or order be published and made available to the public. Any person can make written representations to the Commissioners either for or against what is proposed.
Team Council	Where a team ministry is established a team council can be established, either under the authority of a scheme or under the Church Representation Rules. Such a council is similar to a joint parochial church council and provides a formal structure for all the parishes in the team to discuss matters of mutual concern.
Team Ministry	A special form of ministry whereby a team of clergy and possibly lay people share the pastoral care of the area of a benefice. Can only be established by a pastoral scheme.
Team Rector	The priest in a team ministry who heads the team and owns the property of the benefice. (S)he shares the cure of souls with the team vicars.
Team Vicar	A priest of incumbent status in a team ministry, other than the team rector. (S)he shares the cure of souls with the team rector and other team vicars.

STANLEY TOWN COUNCIL



Report of the Town Clerk

Prepared for Ordinary Council 23rd February 2016

Prepared by: Alan Shaw, Town Clerk

18th February 2016

1. COMMUNITY CONSULTATION

The Community Consultation launched on Friday 15th January 2016. The cut off date for the first stage is the end of February. We will analyse the responses and provide a detailed breakdown of issues and options for Council to consider at the Ordinary Council meeting in March. We have held 3 drop in sessions, with varying degrees of success. 30 questionnaires were completed at Catchgate School, 12 at Craghead Village Hall. The South Moor session was not successful and only 3 responses were captured. The final planned session at Tanfield Lea is on Monday 22nd February. At the time of writing, we have captured 458 responses. I intend to do a final push to try and increase this number, however what we have is enough for the results to be statistically representative.

2. MINI POLICE

The Mini- Police launch has been rearranged for Friday 26th February at 10am. I hope as many of you as are able will attend. The Police and Crime Commissioner, Lord Lieutenant of Durham and Chair of Durham County Council will be in attendance at the event.

3. CIVIC HALL REFURBISHMENT

The windows in the Civic Hall have now been replaced and quotes obtained for refurbishment of the toilets. The refurbishment of the Changing Rooms behind the stage is being done in-house by the care taking staff and has commenced. We will continue to work through the list of authorised expenditure.

STANLEY TOWN COUNCIL



Communications Policy

Prepared for Ordinary Council 23rd February 2016

Prepared by: Alan Shaw, Town Clerk

18th February 2016

INTRODUCTION

This policy covers the Council's non-statutory external communications both in printed media, broadcast media and on the internet. It does not extend to communication by elected members of the Council who are free to give their own personal views on any subject as long as they do not purport those views to be the settled will of the Town Council and are mindful of the Code of Member Conduct when communicating with the public.

PURPOSE OF POLICY

As a local Council, a key role of Stanley Town Council is to understand public opinion locally and be well connected with community based groups, organisations and service providers throughout the Parish. This objective will not be met unless the Council creates and maintains effective channels of communication with residents that do not just broadcast information about the activities of the Town Council but support the wider best interests of the Parish and promote the parish of Stanley in a positive way to people in the wider region.

EDITORIAL GUIDELINES

We will:

1. Promote our own activities in the Community, and aim to increase participation in local democracy, encourage attendance at Council organised events and raise our profile both locally and in the North Durham area.
 2. Promote the activities of other statutory service providers in the local area including but not limited to Durham County Council, Durham Police, Durham & Darlington Fire Service etc.
-

STANLEY TOWN COUNCIL

3. Seek to support and promote through our media channels local groups and organisations which are not for profit or charitable, or the aims of similar organisations based outside Stanley if they are active in Stanley.
4. Develop Civic Pride by providing information about local history and events.
5. Encourage participation in democracy in general (e.g. encouraging residents to register to vote and vote in elections.)

We will not:

1. Publish any material which is overtly political or presents one political group more favourably than another.
2. Promote the commercial interests of businesses unless there is a community aspect (e.g. a grant from a major retailer, sponsorship of an event, relevant information from utility companies)
3. Publish material (even if meets all other relevant criteria) which portrays Stanley or its communities negatively.

COMMUNITY NOTICE BOARDS

The Community Notice Board in Front Street (and any there notice boards the Town Council may subsequently have put in place) will be made available for the display of any posters that meet the editorial guidelines

DELEGATED AUTHORITY

The authority to make editorial decisions about whether or not to publish any information, promotion or advertising using the media channels of the Town Council or Civic Hall is delegated to the Town Clerk, who will apply the provisions of this policy, or if an issue is unclear, exercise discretion in line with the broader purpose of the policy.

Mr Alan Shaw
Town Clerk
Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
Co Durham
DH9 0NA

Mr D Bourne
North Road Gym
c/o 4 Hazel Grove
Burnopfield
Newcastle Upon Tyne
NE16 6DU

Dear Mr. Shaw

I am writing on behalf of North Road Gym, Catchgate with regards to the increase in the rental charge to use the Alun Armstrong Theatre.

North Road Gym is a voluntary run community organisation providing a fitness facility and promoting healthy living for local residents aged from 7 years upwards. The majority of our members are young children and teenagers from low income families and we charge a nominal attendance fee (£1-2) to cover the gym running costs.

We had previously paid £420 charge to use the hall for the boxing shows which was agreed when we paid the deposits of £50. We have previously put 3 shows on per year at the hall. We have been informed that the charge that we have to pay for Friday 12th February and future shows is £650. The increase in rent is something that we can not afford. We were unaware that Councillor Joan Nicholson has been subsidising the rental charge by £230 on previous shows when we had rented the hall.

The monies raised from the sales of the boxing show tickets only cover the show costs and if any profit is made then it is re-invested into the gym for rent and bills. The majority of the show costs are in relation the hall rental charge.

Due to the increased rent charges we seriously doubt if we will be able to put on any future shows at the Alun Armstrong Theatre as running the show would result in a loss to the gym and would be detrimental to the gym. The past shows have been very successful and have been well attended by the local community – all of the show organising and delivery is done on a voluntary basis.

I'd be grateful if you could consider whether you could waive the rental charge which would allow any profit from the shows to be reinvested in the gym for the benefit of the members and the local community.

I look forward to hearing further from you.

Kind Regards



David Bourne
Head Coach
North Road Gym

AP Shaw
RECEIVED
17 FEB 2016

Mrs Ann Cowell
Craghead Village Hall
Standerton Terrace
Craghead
Stanley
Co Durham
DH9 6AN

25th January 2016.

Dear Sir

I am writing to ask Stanley Town Council if the Village Hall could apply to them for £500 ~~or~~ this money is to be used to have a party for the Queen's 90th birthday.

We thought we could invite all the old people in the village to a buffet style tea party at Craghead Village Hall. The money would be used for the buffet and refreshments also to try and get some entertainment for them.

Hope to hear from you soon.

Regards.

Ann Cowell.

RECEIVED
26 JAN 2016

£100 - A Clegg

Report Prepared by Claire Howe, Civic Hall Manager

Finance Committee Tuesday 10th February 2016

BUSINESS PLAN

OPERATION

The purpose of starting a Coffee Shop is to provide a friendly, comfortable atmosphere where our customers can receive quality food and drinks, served at a reasonable price. The Coffee Shop will offer a variety of drinks including cappuccinos, lattes, espressos, regular coffee, tea, hot chocolate and soft drinks. We will also offer food which includes sandwiches, toasted sandwiches, cakes and other tasty treats.

The Coffee Shop will take up to a maximum of 40 covers and will be open weekdays between 8am and 2.30pm, and Saturday between 9am and 1pm. It is also proposed that it be open for appropriate events and theatre. The Coffee Shop will be closed Sundays.

The proposed opening hours means that the Coffee Shop will be open for 36.5 hours each week.

STRENGTHS AND WEAKNESSES

Our strengths include a convenient location in the centre of Stanley, regular shows and other events at the Civic Hall which attracts potential customers to the venue, a varied menu at reasonable prices and a staff committed to making it work.

Potential weaknesses include competition within Front Street and limited space.

DEMAND

Research has shown that there has been a revolution in coffee shops in the UK in recent years, with over 18,500 across the country. Branded chains, such as Costa Coffee and Starbucks, account for one third of total Coffee Shop turnover. Turnover grows by about 5% per year, but this figure was 10% in 2014. There is evidence that one in five people visit a Coffee Shop every day.

There is ample evidence of the desire for a Coffee Shop at the Civic Hall. Staff are regularly asked about its availability, I have correspondence asking for a Coffee Shop and there has been a petition set up which currently has almost 200 signatures.

There is a Coffee Shop at Bishop Auckland Town Hall which is always busy, and a similar facility at Pity Me Garden Centre which is similarly busy.

One of the main objectives of managing the Civic Hall is consolidating it as a community venue, and I am convinced there is a demand in Stanley for a Coffee Shop which will help us achieve this objective.

COMPETITION

A full analysis of the market has not been carried out. However, from local knowledge, there are 5 cafes within an 2 mile radius of the Civic Hall. Most of them are low market cheap and cheerful café which are not particularly the market we are looking for. We see our coffee shop as a quality establishment with a very nice atmosphere and pleasant surroundings.

TARGET MARKET

The target market would be people on their way to work, for takeaway coffees etc, as well as shoppers from Front Street and the surrounding area. Visitors to the Louisa Centre, visitors to the Civic Hall and groups of people who have time on their hands during the day (unemployed, elderly) who wish to have the opportunity to socialise.

We could specialise in mothers and toddlers mornings, afternoon teas to groups, tea and chat offers for elderly, etc.

MARKETING STRATEGY

The Coffee Shop will be marketed through the websites of the Civic Hall and Town Council and social media, including Facebook and Twitter. A flyer will be made widely available, a press notice will be issued, space at the bus station could be used and an open day is proposed to which customers will be invited to try the facility for free. Alun Armstrong could also be asked to provide additional publicity.

PRODUCTS

Drinks

Coffees	Teas	Other
Regular Coffee	Breakfast Tea	Hot Chocolate
Cappuccino	Earl Grey	Pepsi/Coke
Latte	Speciality Teas	Fanta
Mocha		J20
Espresso		Bottled Water

Food

Hot	Cold
Panninis	Cakes and Pastries
Baked Potatoes	Confectionary etc
Soup and Crusty Bread	

START UP COSTS

At its meeting on 7 2015 the Council authorised the purchase of equipment up to the value of £20,000. Since then, we have acquired new flooring in kitchens, new sink in downstairs kitchen. Microwave, Fridge and freezer. We also bought the coffee machine and accessories to support it. Still to purchase are potato oven, display fridge and some consumables such as cups, cutlery etc.

RUNNING COSTS

Staffing

In considering a staffing structure I believe that it is virtually impossible for just one member of staff to handle all of the work in the Coffee Shop and provide an efficient, effective service. The work will include welcoming customers, seating them, providing menus, taking orders, delivering orders to the kitchen/bar, serving food and drinks, taking payments, accounting for takings, collecting dirty cutlery/crockery, washing cutlery/crockery, maintaining tidiness etc.

As a result, I am proposing initially that two (or 4 part time) staff are employed each day for a total of 37 hours per week. It is possible that four part-time staff could be used instead. The rate of pay proposed is £7.00 per hour. This equates to £518 per week in salary costs. Staff will be offered a six month temporary contract to allow the Council to assess the performance of the Coffee Shop, with a view to making these permanent when it is demonstrated to be successful.

I am proposing to use casual staff as and when required.

Other Running Costs

To be identified

OPPORTUNITY COST

Opportunity cost is defined as the money or other benefits lost when taking a particular course of action instead of a mutually-exclusive alternative. In the case of the Coffee Shop it would refer to the loss of the money or other benefit received from the Gallery area by changing its use to a Coffee Shop. There is no money lost as the Gallery is not booked out for any purposes. It is used as a waiting area for customers who are visiting the Hall for a meeting, and this facility can be accommodated elsewhere. There is therefore no opportunity cost involved.

PRICING

I have put together a small amount of options below which gives an idea of the product type we may supply within our Coffee Shop.

Item 10 – ATTACHMENT N

These items are not exhaustive and are really just give an idea of what we could sell. Forecast info below which is what I would anticipate we could take on a daily/weekly basis and our costs.

Product	Unit Cost	Unit Selling Price	Profit per Unit
Coffee/Milk	10p	£1.95	£1.85
Tea	5p	£1.50	£1.45
Ginger Cake	55p	£1.50	95p
Lemon Drizzle	81p	£1.60	79p
Chocolate Fudge	80p	£1.60	80p
Coffee & Walnut	80p	£1.60	80p
Scone with Butter	37p	£1.50	£1.13
Baked Potato with Filling	£1.10	£3.80	£2.70
Soup	40p	£2.50	£2.10
Sandwiches	80p	£3.50	£2.70

TURNOVER

The maximum number of covers at any time will be 40. Research shows that customers spend an average of around £4 each, but this can be much higher over lunch times and in busier areas. The gross profit is calculated by deducting the cost of each item from the sale price. For example, if a customer spent £4.00 on the following items, the gross profit would be £3.55:

Tea	£1.50
Soup	£2.50
Spend	£4.00
Cost	£0.45
Profit	£3.55

To cover the cost of salaries alone, this would require 146 sales at this level over the six days.

STANLEY TOWN COUNCIL


PACT House

Prepared for Ordinary Council 23rd February 2016

Prepared by: Alan Shaw, Town Clerk

9th February 2016

INTRODUCTION

The level of expenditure on the PACT House has been queried by Members and a more detailed breakdown of costs incurred requested.

CURRENT POSITION

The total expenditure reported to the Finance Committee on 10th February 2016 stood at £13,743.

The breakdown of these costs is as follows:

Vacation of existing tenant:	£7000
Rental:	£2263
Electricity Reconnection:	£334
Electricity Billing	£2062*
Legal Fees	£2083
	£13742

- * The first electric bill as estimated based on industry standard usage figures for the last recorded use of the building, which was as a beauty salon. The following bill using actual meter readings is £49 and we are in the process of having the account reaccredited so around £2000 of this amount will be repaid to the Council.

There has been some additional expenditure incurred since the budget reports were prepared. A second quarter's rent has been paid (£2000) and a water reconnection fee (£49). This brings the total expenditure on the PACT House up to **£15791**. An initial rent payment of £2000 has been received from Dave Clark on behalf of PACT House.

- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless approved by the Full Council, on the recommendation of the Finance and General Purposes Committee.
- 3.6 No expenditure shall be incurred in relation to any capital project or service, and no contract entered into, or tender accepted involving capital expenditure, unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and these financial regulations relating to contracts.

UNAUTHORISED EXPENDITURE

Cllr Tully has noted that some payments which have been made in respect of the PACT House have not been specifically authorised by Council, albeit full details of all expenditure has been reported to both the Finance Committee and Full Council in each month. The payments which have not been explicitly authorised by Council relate to utility bills and some costs incurred ensuring that the electrics inside the building are in a safe condition.

FURTHER EXPENDITURE

I have contacted the County Council and registered the building with Business Rates. At this stage the building is in the Town Council's name. The total rateable value of the building for a full year is £8,800. Once PACT House have established their CIC and we can officially sub-let the property they will qualify for charitable exemption from the rates but they need to be paid in the intervening period.

A planning application for prior approval will be required to change the use of the front part of the premises to a cafe. I am waiting for more advice from DCC as to the fee but I expect it will be around £200

Some work needs to be done to ascertain the condition of the gas boiler. An inspection and report at minimum. I do not have a cost for this at present.

Building Insurance - approx £200

RECOMMENDATION

PACT House is a project that was unanimously supported by members in September 2015. It was inevitable and foreseeable that costs of the type that have been incurred would be incurred to support the project whilst it got up and running.

Once the Charity is properly constituted, the transfer of responsibility for rates and utilities to it will take place. The charity will also be able to begin fundraising properly from external funders. I am aware that the AAP, DCC Regeneration, the PCC and a number of funders have already been approached and expressed interest in funding the project once it is fully operational.

It is the **RECOMMENDATION** of the Town Clerk that authority be delegated to him to incur reasonable and necessary expenditure to support the set up of the project, subject to any limit Council feel is appropriate to impose. I feel that the bare minimum that we should guarantee is:

- Services are functioning and safe (excluding replacement of gas central heating if necessary)
- Legal requirements are met (lease, rates, planning, Insurances)

ADDITIONAL DECISIONS REQUIRED

The PACT House Charity has stated it would like a representative of the Town Council to be appointed as a Trustee of the Charity. Two members of Council are already proposed as trustees, Cllr McMahon in his personal capacity and Cllr Charlton as a County Council representative.

Council is requested to **CONSIDER** this matter and **NOMINATE** a member of Council to participate as a board member. It is implicit that any Councillors who put themselves forward would be expected to participate in the project and support the charity.

Cllr Geoff Graham has previously expressed an interest in this appointment.

A/c Code 4049		Rent					Annual Budget	0	
Centre 305		PACT House					Committed	0	
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit	
Opening Balance							0.00		
4049	305	8	01/11/2015	PATEL	Purchase Ledger	Rent paid in advance	2,263.00		
4049	305	8	10/11/2015	DD08 044	Cashbook	PACT building lease related	7,000.00		
Account Rent							Account Totals	9,263.00	0.00
Centre PACT House							Net Balance Month 11	9,263.00	

A/c Code 4052		Electricity					Annual Budget	0	
Centre 305		PACT House					Committed	0	
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit	
Opening Balance							0.00		
4052	305	8	11/11/2015	BES	Purchase Ledger	Electricity	334.00		
4052	305	9	22/12/2015	DD09 034	Cashbook	Electricity	2,062.91		
Account Electricity							Account Totals	2,396.91	0.00
Centre PACT House							Net Balance Month 11	2,396.91	

A/c Code 4113		Legal Fees					Annual Budget	0	
Centre 305		PACT House					Committed	0	
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit	
Opening Balance							0.00		
4113	305	8	12/11/2015	WARDHAD	Purchase Ledger	Legal Fees	2,083.33		
Account Legal Fees							Account Totals	2,083.33	0.00
Centre PACT House							Net Balance Month 11	2,083.33	

The Memorial Stone in St Aidan's Church Grounds. This memorial was laid in memory of the 22 miners who lost their lives in the 1947 Louisa Morrison Disaster. The stone was laid 50 years to the day of the disaster on 23rd August 1997.

In 1947, Nationalisation of the Coalmines took place on 1st January. The Louisa

Colliery at Stanley, the William Pit at Old South Moor and the Morrison North Pit worked between them the area known as the 'Fourth North District'. This district had a history of flooding, and had only been re-opened that year. A problem was identified in so much as, the three collieries had differing arrangements. For example, due to an underground fire in 1929 in a section of the Low Main, the area was classified as a 'Safety Lamp Area', even though the fire had been contained by a sturdy brick wall. On the other hand, the Morrison North was classed as a 'Non Gassy, open light pit'. To create the same conditions for all, the men working in that district were all brought under Louisa Management and the Miners Louisa Lodge, and classed as a gassy pit area (no naked lights). On the night of 22nd August 1947, 24 men had been brought in for progress work, and to tidy up in the Fourth North District. Two men went down at 7 pm by the Louisa Shaft, namely Johnson and Kilgallon. The remainder descended by way of the North Pit. Deputies Hebden and Estell did their handover at the surface. Sadly, Estell had only just arrived in the district at 11.55 pm when an explosion ripped its way through the pit with terrible consequences. The cause of the explosion was that firedamp from below the Hutton Seam created an inflammable mixture of firedamp and air which was ignited by the illegal striking of a match to light a cigarette, shortly before midnight. This created a very mild firedamp explosion. However, due to



widespread coal dust throughout the old and present workings, this small explosion grew in strength as it travelled around the area and resulted in the death of 22 miners. Two of those killed were Bevin Boys.

Bevin Boys at the Morrison.



IN MEMORY OF THOSE WHO DIED
THE LOUISA MORRISON COLLIERY DISASTER
AUGUST 23rd 1947

T.W. APPLEBY	J. ESTELL	W. REED
A. BAILEY	N. FENWICK	W. ROE
T. BELL	J. CRIMLEY	J.E. ROWLAND
T. BELL	J.S. HODGSON	W. RUTHERFORD
R.W. BIRTLE	F.E. MARTIN	C. SIMPSON
R.L. BROWN	T. McKEVER	H. TALBOT
J. CHAPMAN	C. HINTO	E. WESTGARTH
	G. MOORE	

THE TWO SURVIVORS WERE W.H. JOHNSON & J. KILGALLON
THIS STONE WAS DEDICATED ON AUGUST 23rd 1997
BY THE RT. REV. D.L. JENKINS



RELATIVES and others wait at the gates of Morrison North Pit, Annfield Plain, for news of to-day's disaster. BELOW: Tired after recovering some of the bodies of the victims, rescue workers take a breather.

Pit Explosion: Fumes Hamper Rescuers

The four heroes of the Morrison Disaster in 1947 went to Buckingham Palace to receive their well earned Edward Medals with their families. The four men, left to right were: John Hutchinson,

Harry Robinson, Stan Shanley and William Younger. They had risked their own lives without thought of their own safety during the rescue.



A newspaper cutting of the 1947 Morrison Disaster. On Saturday 23rd August 1997, there was a Memorial Service at St Aidan's Church Annfield Plain, with Dr David Jenkins, former Bishop of Durham and clergy from throughout the area in attendance. A Memorial Stone was placed in the grounds of St Aidan's Church, only a short distance from where the dead and injured had been brought to the surface 50 years earlier. I can still hear the Annfield Plain Gleemen's rendition of 'The Lord's Prayer' and 'A Miner's Dream of Home'. A moving moment in all our lives.

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 23rd February 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

Yours sincerely,



Alan Shaw
Town Clerk
18th February 2016



Stanley
Town
Council