

City of Durham Parish Council

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21st August 2019

Dear Councillor,

In accordance with the Local Government Act 1972 I hereby give you notice that a **MEETING** of the **BUSINESS COMMITTEE** will be held in **ROOM 2, ALINGTON HOUSE, 4 NORTH BAILEY, DURHAM DH1 3ET** on **27th AUGUST 2019 AT 11:00** to transact the following business: -

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE-CHAIR**
- 3. APOLOGIES FOR ABSENCE**
- 4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 5. PUBLIC PARTICIPATION**
- 6. DECIDING ON TERMS OF REFERENCE AND NAME OF THE NEW COMMITTEE**
- 7. IDENTIFYING THE PRIORITIES OF THE NEW COMMITTEE**
- 8. BUDGETARY CONSIDERATIONS FOR THE NEW COMMITTEE**
- 9. DISCUSSION ON IDENTIFYING AND MANAGING RELATIONS WITH KEY STAKEHOLDERS IN THE CITY.**
- 10. CONSIDERATION OF STRATEGIC DOCUMENTATION RELATING TO ECONOMIC DEVELOPMENT OF DURHAM**
- 11. DATES OF FUTURE MEETINGS.**

And pursuant to the provisions of the above-named act, I Hereby Summon You to attend the said meeting.

Adam Shanley
Clerk City of Durham Parish Council

ITEM 6: DECIDING ON TERMS OF REFERENCE AND NAME OF THE NEW COMMITTEE

Members are reminded that the Full Council agreed as draft the following terms of reference for the "Business Regeneration Committee":

City of Durham Parish Council

Business Regeneration Committee

1. Council has created the Business Regeneration Committee, consisting of five members, and will appoint members of the Council to the Business Regeneration Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. It has assigned to the Business Regeneration Committee the following terms of reference: -
2. To choose its Chair and Vice Chair from within the membership of the committee.
3. That meetings be held as and when required.

POWERS AND DUTIES

- a) To consider and make recommendations to the Council in relation to any appropriate activities the Council may wish to undertake to market Durham as a place for businesses to trade.
- b) To work with key stakeholders to seek to enhance the business offer within Durham, in particular promoting the daytime and early evening economy.
- c) To work with key stakeholders to identify opportunities to regenerate empty retail units or areas.
- d) To consider and make recommendations to the Council in relation to any matters which the business community feel adversely impact on their trading, e.g. law and order issues, drugs and alcohol, homelessness, etc.
- e) To consider and make recommendations to the Council in relation to all matters pertaining to vehicular parking, in so far as it impacts on business trading in the area.
- f) To represent the interests of the business community where appropriate, including market traders who form a vital part of the community of Durham
- g) To advise and make recommendations to the Council and work with key stakeholders to ensure that all temporary events aimed at promoting Durham, are also to the benefit of all local traders.
- h) To advise and make recommendations to the Council in relation to its own procurement practices, seeking to ensure that goods and services required are sought locally as a priority where possible.
- i) To advise and make recommendations to the Council in respect of complaints about a business and/or its activities (only where this does not relate to a Licensing matter).

- j) Where appropriate, to consider the appointment of external advisors to advise and support the Committee in its work to promote sustainable business in Durham.
- k) To develop and encourage effective two-way communication between the business community and local residents.
- l) To make recommendations to the Council and to the business community as appropriate to ensure that there is recognition by all of the impact of business activities upon the local area, the wider community and environment.
- m) To make recommendations to the Council and to the business community to promote sustainable business and development, which are conducted in a socially responsible manner and have a positive impact on the community.
- n) To assist the City of Durham Neighbourhood Planning Forum in the production and implementation of a Neighbourhood Plan, in so far as it relates to business issues.
- o) To respond on all matters of general importance affecting the business community in its area and to consider and comment on any policies or procedures of any other agencies in relation to any issue of impact.
- p) To make appropriate representations to any relevant agency in relation to any incident, event or action which in the opinion of the Council is detrimental to the business community in its area.

Within the budget agreed from time to time by the Council to engage appropriately qualified individuals or bodies to assist the Committee in exercising the powers set out above.

Reference

*within the terms of reference 'business community' refers to all businesses, including the indoor and outdoor market traders as well as those businesses offering services and not just wholesale goods.

It was agreed at the Full Council meeting that the Committee should consider these terms of reference and come back to Full Council with a revised final version and a recommendation to approve. Councillors also discussed the possibility of changing the name of this Committee to better reflect its work.

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| DECISIONS REQUIRED | <ol style="list-style-type: none"> 1) Members are asked to consider and amend these terms of reference as appropriate and agree a version to put forward for Full Council approval in September. 2) Members are asked to consider whether they wish to amend the name of this Committee. |
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ITEM 7: IDENTIFYING THE PRIORITIES FOR THE BUSINESS COMMITTEE

Councillors are reminded that, ahead of the first meeting of the Business Committee of the Parish Council, the Clerk wrote to all members of the Committee to ask that they identify the priorities of the new Committee. The following feedback has been received by Members:

The new Committee shall create an active, positive and welcoming commercial atmosphere in the city **by:**

- Encouraging active partnerships between the City Council and those who do business in the City
- Enhancing the financial viability of the city centre through joint enterprise schemes involving the Council, the businesses, the police and the university
- Forging positive links with business enterprises throughout the north east
- Facilitating meetings, events, initiatives designed to support current businesses and attract new ones
- Identifying stakeholders and their economic development strategies and the policies that will impact on the city
- Lobbying Durham County Council and One North East on matters relating to businesses in Durham City
- Liaising with all relevant partners and support their aims to coincide with ours
- Supporting the positive use of empty units in the City centre (with Silver Street and North Road recognised as priority areas)
- Identifying gaps in the above by working and conferring closely with all stakeholders
- Supporting events in the City with advertising and sponsorship
- Supporting the introduction of a Public Space Protection Order
- Supporting Fair Trade status for the City

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| DECISION REQUIRED | Members are asked to formally agree the priorities and formally adopt these for the Business Committee going forward, understanding that new priorities may come forward in time. |
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