

# City of Durham Parish Council

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Durham  
DH1 5UF

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07 January 2019

Dear Councillor,

In accordance with the Local Government Act 1972

I hereby give you notice that a **MEETING** of the **ENVIRONMENT AND EVENTS COMMITTEE** will be held in **ROOM 1, ALINGTON HOUSE, 4 NORTH BAILEY, DURHAM, DH1 3ET** on **TUESDAY 15th JANUARY 2019 AT 17:30** to transact the following business: -

- 1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE**
- 2. PRESENTATION FROM DAVE WAFER (Strategic Traffic Manager) FROM DCC**
- 3. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETINGS HELD ON:**
  - 29<sup>TH</sup> NOVEMBER 2018**
  - 13<sup>TH</sup> DECEMBER 2018.**
- 6. PUBLIC PARTICIPATION ON THE FOLLOWING AGENDA ITEMS.**
- 7. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES. Key priorities:**
  - (i) Clean & Green:**
    - Traffic :/ Air condition.**
    - Snow clearance**
    - Grass cutting**
  - (ii) Young people**
  - (iii) A167**
  - (iv) Heritage Signing**
- 8. UPDATE ON ENVIRONMENT COMMITTEE BUDGET FOLLOWING FINANCE COMMITTEE MEETING OF 11<sup>TH</sup> JANUARY 2019.** Verbal update from Chair.
- 9. POCKET PARKS PLUS: SUPPORTING PARKS AND PUBLIC SPACES** – Councillors are asked to consider an application establishing a new pocket park or refurbishing an existing park (report attached)
- 10. AOB** (Please note for discussion only, not decision making)
- 11. DATES OF FUTURE MEETINGS.**

12 February 2019 – 17:30 to 19:30 hrs - Alington House room 2  
5 March 2019 - 17:30 to 19:30 hrs - Alington House room 2

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

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# CITY OF DURHAM PARISH COUNCIL

Minutes of the City of Durham Parish Council's Environment Committee held in Lantern Room, Town Hall, Market Place, Durham City, DH1 3NJ on Thursday 29 November at 18.30.

**1. Recorded attendance, receipt and approval of apologies:**

- a. Present: Cllrs V Ashfield (VA) (Chair), J Atkinson (JA), E Ashby (EA), M Ross (MR), S Cahill (SC) (Secretary)
- b. Apologies : Cllrs J Elmer (JE), R Ormerod (RO)

**2. To receive any declarations of interest from members.**

- a. No declarations of interest were made.

**3. To receive any public participation comments.**

- a. No members of the public attended the meeting.

**4. To receive and approve the minutes of the previous meeting held on the 18 October 2018.**

**a. Corrections**

- i. 6.a. "had purchased planters which included the cost of maintenance."

With the correction shown above, the minutes of the previous meeting were accepted as a true and accurate record and signed by the Chair.

**b. Matters arising**

- i. EA asked for clarity as to the nature of the 10 incidents the police confirmed to have taken place in Flass Vale. VA stated that the incidents included all those reported to the police.
- ii. EA clarified that Cllr L Scott is currently in discussion with the county council on the finalisation of planters and discussion about whether the refuges are effective and whether they should they be removed or widened. EA to report at next meeting.
- iii. EA explained that there the primary concern when it comes to traffic calming on the A167 is not speed limits, but that there is already a proposal for reduced speed limits near Durham Johnson School.
- iv. EA said that it may be worth meeting with Victoria Lloyd-Gent to discuss the issue of cycle paths which were raised by JE. VA to ask her for up to date plan.
- v. Residents' groups have been contacted to ask for members to join an A167 traffic calming working party. Cllrs L Brown and E Scott are already members along with EA.

**5. a. Flass Vale**

- i. MR reported that Cllr E Scott (ES) had responded to her question as to how a PSPO can be acquired. ES relayed that the police were aware of the issues in Flass Vale and merely moved those responsible along. It was further mentioned that Ian Hoult was reluctant to introduce a PSPO
- ii. MR had received further information from Ian Hoult. I Hoult stated the police already have the powers to issue fixed penalty notices to litterers (FPN). He also suggested that

some of the activities carried out by Friends of Flass Vale might be impacted by an PSPO. He would bring forward these concerns to a multi-agency meeting.

- iii. VA reported that she had advised residents to log incidents by using the '101' number and that underage drinking did not require a PSPO. VA had not yet received a response from residents. MR explained the previous meeting had advised residents to log incidents. VA reported concerns from market place traders who were concerned about anti-social incidents involving alcohol and drug use. They were concerned that there was inadequate response when they had reported the incidents using '101' and they had been chastised for subsequently calling '999'. The PSPO covering the city centre will expire in a year. EA to ask Steven Ragg about whether the Parish Council should take a position on the renewal of the PSPO.

**b. Durham County Council's Green and Clean Team:**

- i. It was agreed to email Oliver Sherratt to ask him to nominate a team member to meet and discuss the initiation of a Best Kept Business Frontage Scheme. JA to lead on this for the committee.

**c. Provide evidence of key littering pressure points: involvement of local schools in this project.**

- i. MR has spoken to staff members at several schools, especially at the Durham Sixth Form Centre, in the hope of initiating conversations with head teachers about how schools can be involved in tackling litter.
- ii. EA asked if there was clarity as to what we would be proposing to head teachers. She was concerned that proposals must not seem overly negative or we might risk putting off schools.
- iii. VA explained that the best approach might be an open conversation with students, introducing ourselves and playing a role in political education. MR agreed that developing a positive relationship with schools was the best way to start this project. VA felt that many young people were increasingly aware of litter concerns and that this may naturally arise in conversations with students. MR agreed that many school councils are unable to support the aspirations of their students when it came to these actions, but we are in a better position to do this.
- iv. VA and MR agreed to take this forward.

**d. Identification of key issues with highways**

- i. VA has been in contact with D. Wafer (County Council) who has agreed to attend our committee meeting in January.
- ii. EA felt it would be valuable to invite somebody from the Regeneration Team to inform us of projects that are currently ongoing. It was felt that this would be a good first step to avoid us offering Parish Council money for projects that might already be in progress. VA to contact Sarah Billingham.
- iii. VA reported new information on the issue of large transporters travelling through Gilesgate Bank. She had contacted the three car dealerships near the Arnison Centre, two had said that their own transporters use the A690, but Renault was more evasive. It was also discovered that all used rented transports whose transport paths could not be instructed. It was also observed that there were no signs in Gilesgate to direct large transporters to the A690. EA explained that traffic is a County Council matter and wondered why there are not currently weight restrictions on Gilesgate Bank. It was considered that this might be due to buses needing to use the bank. Committee to raise this with D Wafer when he attends our meeting.

- iv. VA raised residents' concerns about the lack of designated disabled parking in Gilesgate which becomes an acute issue when students arrive. David Wafer had, several months ago, stated that they do not designate disabled parking in the city but that there are already several instances of disabled parking spots on Green Lane and elsewhere. EA thought this might be because there is a medical practice here and they might not allow for them elsewhere because there is not the staff to maintain them. VA relayed that she knew of unmaintained disabled spaces in other local authorities which were respected. VA to inquire further as to why they do not allow disabled spaces.
- v. MR reported complaints from a resident about a missing street bin on Providence Row.
- vi. MR also explained that the County Council have stopped cutting grass in front of benches on the Sands, preventing access. VA explained there are other concerns about grass cutting towards the lower end of Gilesgate as the flat grass verges are well maintained, but more steep verges are not properly maintained. However, verges at the top of Gilesgate which are equally steep but well maintained. EA explained that these responsibilities currently fall under Oliver Sherratt's team but may soon be our responsibility. To be raised with OS when he attends.
- vii. MR asked if it was worth discussing the greening of Millennium Place. EA said that the County Council was reluctant to fund this and so it would be best if we could start the project with a small piece commemorating the establishment of the Parish Council. EA to find previous estimates so we can progress this.
- viii. Given that there are several County Council departments who would be involved in this work, VA asked what the best approach to liaising with these departments would be. VA agreed to contact David Wafer, Oliver Sherratt and Sarah Billingham to meet with us to discuss the following issues and any others than may arise before the next meeting. ix. To discuss with David Wafer (January):
  - Disabled parking
  - Weight restrictions on Gilesgate
- x. To discuss with Oliver Sherratt (March):
  - Street bins
  - Grass cutting
  - Business frontages xi. To discuss with Sarah Billingham (February):
  - Vennels and steps
  - North Road programme
  - Pedestrianising of Claypath
  - Designs for Millennium Place

**e. Investigation of brokering relationships with Durham University and Durham Cathedral to improve cycling paths within the City of Durham.**

- i. EA inquired as to what JE had hoped to achieve through opening these discussions.
- ii. VA explained that we hoped to ascertain what the County Council's plans were and to see if we could influence the further expansion of cycle paths.
- iii. MR relayed that she had heard from residents complaining about the difficulties of cycling in Durham City.
- iv. EA proposed that emailing Victoria Lloyd-Gent to ask what the County Council's current plans are for cycling, including their Cycle to Work initiative and more. This was agreed.
- v. MR expressed that JE should be contacted first before emailing Victoria

Lloyd-Gent to ascertain what the main issues were in regard to cycling.

vi. Committee to contact VL-G in new year.

## **6. To discuss newly arising issues**

### **Budget 2018/19 and 2019/20 and Environment Committee's Immediate Priorities**

- i. In preparation of making a request for a budget from the Finance Committee, VA had prepared a breakdown of our priorities into specific actions with attached information as to who is involved, what should be done, when it needs to be done by, to where we should report on progress and the budget required for each activity.
- ii. It was noted that there were six main priorities that the Parish Council had tasked us with: involving young people, greening the city, A167 traffic calming, heritage signing, clean and tidy city, business frontages.
- iii. It was agreed that greening the city, clean and tidy city and business frontages could be rolled into a single plan for "Clean and Green".
- iv. It was agreed that EA and SC should contact Cllrs E Scott and L Brown to discover what progress had been made in regard to the development of a skate park which will be included in the "Young People" part of our agenda.
- v. SC asked whether it would be needed to budget for grass cutting. VA thought it might be worth seeking clarity over whether this was a County Council responsibility. EA felt that it is an issue that would fall under the remit of the Parish Council and that it may be worth carrying out such

works even if the County Council already had responsibility for this. EA clarified that it may not be worth carrying out activities that are already in the County Council's work plans, but if these projects were not due to take place for some time it may be worth us coming to an agreement to work in partnership with the County Council to deliver these projects. There also may be activities which add value through projects adjacent to existing work plans.

- vi. EA stated the urgent need for a finalised proposal for action on snow, noting the number of steep banks in Durham and elderly people who have difficulties travelling while there is snow. EA noted the need for staff and a snow plow. It was noted that Framwellgate Moor Parish Council own a snow plow. VA advised that the Finance Committee will be meeting on the 7th of December and the proposal could be made to them at this meeting. MR reported that the County Council had previously been reluctant to clear snow on the Sands.

## **7. It was agreed to bring the following proposal to the next Parish Council meeting: "The Parish Council agrees in principle:**

- to purchase, lease or hire, a multi-purpose all-terrain vehicle suitable for a snow plough attachment;
- to employ a part-time member of staff to carry out such duties as required by the parish council;
- to approach the County Councillors, the Area Action Partnership and local business for funding, should finance extra to that available in the Finance Committee's 2018 – 2019 budget be necessary;

- to investigate establishing, in partnership with local charitable and other organisations and the County Council's Adult Services a register of vulnerable residents who may require assistance;
- to work in partnership with the county council to deliver a programme for deploying the vehicle in bad weather;
- to work with the Students' Union and Student Community Action on the feasibility of organising and resourcing local groups of student volunteers to assist with manual snow clearance for vulnerable neighbours".

It was agreed that a list of priorities with an attached budget and plan should be finalised in the next meeting.

**8. The dates and times of the next meetings were agreed.**

Signed

Cllr V Ashfield

Chair of Environment Committee

# City of Durham Parish Council

CITY OF DURHAM PARISH COUNCIL Minutes of the City of Durham Parish Council's Environment Committee held in Lantern Room, Town Hall, Market Place, Durham City, DH1 3NJ on Thursday 13 December 2018 at 18.30.

## 1. Attendance.

Cllrs V Ashfield (in the Chair), E Ashby, J Atkinson, J Elmer, R Ormerod & M Ross.  
Apologies were received from Cllr S Cahill.  
In the absence of the Clerk it was agreed that RO take minutes.

## 2. Declarations of interest:

- RO declared a personal interest in item 6c as a resident of a street close to the A167.
- VA declared a personal interest in item 7a as a resident of Hillcrest re-snow clearance.

## 3. Public participation:

There were no members of the public in attendance.

## 4. Minutes of the meeting on 29 November:

- Item 5d: It was clarified that Sarah Billingham was not part of DCC Highways.
- Item 5d vi: It was agreed that "may soon be our responsibility" should have said "could become our responsibility".

## 5. Work programme:

- RO was impressed with the current work programme and its clear objectives.
- VA said it would continue to be a work in progress.
- It was noted that snow clearance and traffic were additional items but will be incorporated in the body of the plan.
- VA to invite Oliver Sherratt to attend February meeting of EC to discuss grass cutting and other projects. MR agreed to lead on grass cutting, EA on Millenium place project..
- It was noted that budget outlines would be needed by 20 December.

## 6. Priorities:

### A. Young people:

A discussion took place on the proposed skatepark in relation to: use of scooters etc; environmentally sustainable materials (JE); and aesthetics (EA).

RO raised the issue of the role of the Clerk in relation to engaging with young people with regard to the skatepark. (The committee was of the view that it would be useful for the new Clerk to give a talk to Council in the near future about his role). EA will liaise with SC about his joining the working group with particular relevance to the EC's contribution to the budget.

MR & VA to begin school visits in January.

JA reported that there was no word yet from the University Theatre on progress. She will follow this up so the committee can discuss our involvement / budget.

### B. Clean & Green:

Oliver Sherratt to attend February meeting to discuss his on-going projects. MR agreed to lead on grass cutting, EA on Millenium place project.

JE was interested to find out the County Council's balance of funding between roads and cycleways.



It was noted that Dave Wafer (Strategic Traffic Manager) from DCC has agreed to attend the January meeting.

A discussion took place on “green walls” and MR provided an example of one from another area.

JE said that the former Durham City Council had run a “Best Business Frontage” competition. Michael Hurlow was the contact.

**C. A167:**

EA said she was meeting with Cllr L Brown about the A167 and money from DCC budgets had already been committed. The requirement from DCPC budget is to be clarified.

**D. Heritage Signage:**

It was agreed to concentrate this year only on identifying and placing signs on buildings of historic interest. JE said the council should work with the City of Durham Trust over this. VA said that a small project was needed to gather information on historic buildings. JE offered to liaise with the clerk on this. A budget would be needed in the next financial year.

**7. Other issues:**

**A) Snow clearance:**

It was noted that in discussion with the Clerk VA and EA had agreed that the proposal on the multi-purpose vehicle and member of staff would not be discussed at the meeting of the Council on 20 December but that a working party would be proposed to examine this in more detail.

It was agreed to support the creation of a working party.

**B) Traffic/cycling:**

Covered in Item 6(B) above.

**C. Grass cutting**

Covered in Item 6(B) above.

**8. Other matters:**

The budget was discussed in some detail and outline costing were prepared (see appendix).

**9. Date and time of next meeting:**

The next meetings of the Environment Committee will be on Tuesday 15<sup>th</sup> January, Tuesday 19 Feb; Tues 19 March. Time to be agreed.

Signed

**Cllr V Ashfield**  
**Chair of Environment Committee**