

# City of Durham Parish Council

Office 3 D4.01d  
Clayport Library  
8 Millennium Place  
Durham  
DH1 1WA

## Join Zoom Meeting

<https://us02web.zoom.us/j/81747970967>

**Meeting ID: 817 4797 0967**

Dear Councillor,

In accordance with both the Local Government Act 1972 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020, I hereby give you notice that a meeting of the **Environment Committee** will be held in **via Zoom** on **Tuesday 12 January 2021 at 5.30pm** to transact the following business:

### **1. APOLOGIES FOR ABSENCE**

### **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

### **3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 24<sup>th</sup> NOVEMBER 2020**

### **4. PUBLIC PARTICIPATION**

### **5. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**

#### **5a. To update and note:**

- i) Installation of Mosaic art work;
- ii) Neighbourhood Warden report – report attached and feedback from walkabout meeting with residents in December 2020.
- iii) Young People’s Challenge.
- iv) St Nicholas’ Church Burial Ground on Providence Row
- v) Durham in Bloom: Update on Clean and Green proposals and Wear Rivers Trust project.
- vi) Update on proposed Environment Committee budget for 2021-22 following meeting of Parish Council’s Finance Committee on 11<sup>th</sup> January 2021

#### **5b. To complete:**

- i). Proposal to fund a water dispenser in Durham City.

#### **5c. To decide:**

- i) Further actions to reduce anti-social behaviour;

- ii) Heritage project – Seven Hills Trail and Battle of Neville’s Cross;
- iii) Blue plaques scheme – report attached.

**6. AOB** (please note for information only and not for formal decisions).

**7. DATES OF FUTURE MEETINGS**

16<sup>th</sup> February - 2.30pm

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**

# **CITY OF DURHAM PARISH COUNCIL**

## **Minutes of a meeting of the Environment Committee held on 24<sup>th</sup> November 2020 at 14:30pm via Zoom**

Present: Councillors V Ashfield (in the Chair), L Brown, D Freeman and M Ross.

Also present: Parish Clerk A Shanley

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S Cahill and J Elmer

### **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

None received.

### **3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 29<sup>th</sup> OCTOBER 2020**

The minutes of the meeting held on 29<sup>th</sup> October 2020 were unanimously **agreed** as a true and accurate record of proceedings.

### **4. PUBLIC PARTICIPATION**

None received.

### **5. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**

#### **5a. To update and note:**

#### **vii) Installation of Mosaic art work**

The Clerk advised that a report would be going to the Full Parish Council meeting in December for formal agreement of this piece of work. The University Hospital of North Durham had confirmed that they would be very happy to receive this mosaic art work as a thank you from the Parish Council to NHS staff who had worked throughout the Covid-19 pandemic. The Clerk advised that the hospital was currently looking for a suitable wall within the hospital for this to be displayed. Members agreed to this proposal and for a report to go to Full Council on this.

#### **viii) Noise abatement posters**

The Clerk advised that the design for these posters is now complete and, as agreed at previous meetings, the Parish Council would be launching this once the Covid-19 pandemic is over so as to ensure that public messages weren't diluted. The public receiving clear messages around staying safe during the pandemic clearly taking a precedent over other matters.

#### **ix) Neighbourhood Warden report**

Members considered the report provided with the Agenda from the Parish Council's Neighbourhood Warden. Whilst Members felt that this report was

very detailed, Members did express a preference for the pro-forma report produced by the Chair earlier in the year.

The Clerk also advised that he had received correspondence from the Parish Council's Neighbourhood Warden to say that he is to be promoted and will no longer be operating in Durham City. The Clerk advised that he had immediately contacted the Neighbourhood Warden Manager about this and asked who the Parish Council's new Neighbourhood Warden is going to be. To date, no response had been received. It was **agreed** that the Clerk and the Chair should follow this up as a priority.

**x) Update on Woodland Trust trees**

The Chair advised that the Woodland Trust trees had now been delivered to the Chair of the Friends of Flass Vale and the group is hoping to have these planted in Flass Vale over the coming days and weeks (depending on Covid-19 risk).

**xi) Young People's Challenge**

The Chair advised that she had again written to local schools regarding the project involving young people to help eradicate plastics in Durham. The Chair advised that she had heard back positively from four of the local schools in the Parish and they were due to submit their proposals for funding to the Parish Council's Environment Committee by the end of January as agreed.

**5b. To complete:**

**i). Proposal to fund a water dispenser in Durham City**

The Clerk advised that he had still not yet received a confirmed date for a meeting with Northumbrian Water to discuss this proposal further. The Clerk advised that he would continue to pursue this as a priority.

**5c. To decide:**

**iv) Durham in Bloom: Update on Clean and Green proposals**

The Clerk reminded Members that the proposals for the alternatives to the Durham in Bloom project had now been agreed by the Parish Council. DCC had confirmed that they hoped to be able to deliver the agreed project in the Spring of 2021. The remaining matter to be decided was the location of the new bike racks kindly offered free of charge to the Parish Council by DCC's transport team. The Chair and the Clerk advised that they would investigate this further.

**v) Further actions to reduce anti-social behaviour**

The Committee noted the ongoing concerns regarding anti-social behaviour in Durham City and it was **agreed** that a meeting with the Neighbourhood Protection Manager at DCC should be arranged to see if there is any scope in the Parish Council offering support for additional support in tackling alcohol and drug-related ASB.

**vi) Heritage project**

The Chair reminded Members that next stage of the Heritage App is being developed and this is the 'Seven Hills of Durham' project.

The Clerk advised that he had now heard back from DCC's Highways team who had carried out a risk assessment of the proposed route and the following had been raised as concerns:

Obelisk Lane – Footpath not suitable for full length. An alternative option to turn right on North Road and use crossing at Garden House to go through North End had been put to the Parish Council.

Potters Bank - Crossing point (between green 4 and 5) not suitable as restricted visibility. An alternative option to continue down Observatory Hill to join Quarryheads Lane at Durham School, continue to roundabout, cross at pedestrian refuge and go up Potters Bank to re-join the route had been put to the Parish Council.

These alternatives had been accepted by the original author of the trail and the Environment Committee agreed that these would be suitable alternatives.

The Public Rights of Way (PROW) team had also indicated that there were three areas in the trail which were actually privately owned and had indicated that the Parish Council would need to seek the landowner's permission to use the land before promoting the trail. The Clerk advised that he had already contacted St John's Church and the University to seek their permission for this and would report back as soon as possible to the Committee.

#### **vii) Best Christmas Frontage Awards scheme 2020**

The Clerk reminded Members that the Frontages Awards scheme would be beginning in the coming days. It was **agreed** that the Clerk, together with Cllrs E Ashby and M Ross, should produce some suitable advertising for this event and promote this amongst local businesses. It was also **agreed** that the original judges along with the Parish Council's retail consultant (as replacement to Cllr Judith Atkinson) should be invited to be judges again this year.

### **6. CONSIDERATION OF ENVIRONMENT COMMITTEE BUDGET FOR THE FINANCIAL YEAR 2021-22**

The Committee agreed the following work programme for the coming financial year with the agreed budget proposals to go to the Parish Council's Finance Committee in January 2021:

#### **Being a Voice**

##### **Involving young people £6,500**

<b>1A.</b>	<b>Programmes</b>	<b>Activities</b>	<b>Partners</b>	<b>Timescale</b>	<b>Budget</b>
a)	YP Environment Group:	Meetings arranged 5 times a year	Schools, colleges, DCC	Wef Oct 20	£5000
b)	Climate Lobbying;	Pending Programme agreed by YP			£1,500

c)	Plastic commitment;	Pending Programme agreed by YP			
d)	Recycling awareness	Pending Programme agreed by YP			
e)	Walking and cycling	Pending Programme agreed by YP			

#### Noise Abatement - £3,000

1B	Programmes	Activities	Partners	Timescale	Budget
a)	Signage	Design and	DCC		£0
b)	Evening wardens,	Partner meetings to establish			£3,000
c)	Taxing the night time economy		Link with Licensing Committee		£0

#### Wellbeing

##### Clean air, Clean and Green city £21,000

2.	Programmes	Activities	Partners	Timescale	Budget
a)	Tree planting,	Order more trees Negotiate spaces	Climate Action Durham Freemen, DCC	Feb 2020 Sept – November 2020	0
b)	Improve unmaintained Footpaths, unadopted and green areas. NEED TO CONFIRM AREAS	Engage with YP at YPEC			10,000
c)	Encourage Walking, Cycling & Sustainable Travel (active streets)	Engage with DCC Cycling policy			1000
d)	Reduction of mess and rubbish.	Pocket ashtrays: Video promotion		April – May 20	0
e)	Durham in Bloom and planting	Work with DCC and volunteers			10,000

##### Heritage Awareness - £6,000

3.	Programmes	Activities	Partners	Timescale	Budget
	Creation of a live app		Fenwick Lawson	April 20	3000
	Add mapping		Durham Pointers		1000

			Partners 50/50		
	Improve transport facilities		DCC: Bus Companies		
	Improve mix of student and long-term residents		Planning Committee; DCC; Landlords ...		
	St. Nic's gates		St Nic's		Section 106 application
	Blue and green plaques				2000

### Positive Environment £15k

#### Appearance of the city

4.	Programmes	Activities	Partners	Timescale	
	Neighbourhood Wardens	Pursue NW programmes	DCC AAP funding 50/50		10,000
	Easter and Christmas Business Frontages				5,000

### Climate Emergency £5,000

5.	Programmes	Activities	Partners	Timescale	
a)	Encourage a green infrastructure:	<ul style="list-style-type: none"> <li>Seek green investment opportunities e.g. charging points</li> </ul>	DCC		2000
b)	Investigate energy research,	<ul style="list-style-type: none"> <li>Meet with Durham Energy Institute</li> </ul>	University		
c)	Encourage electric vehicles	<ul style="list-style-type: none"> <li>Meet bus companies. Meet with DCC</li> </ul>	DCC, Bus companies Promotion		1000
d)	Reduction of climate warming	<ul style="list-style-type: none"> <li>Seek green investments Advertise;</li> <li>...</li> </ul>	Residents, DCC,		
e)	Reduction in plastic use	<ul style="list-style-type: none"> <li>Engage with YP at YPEC</li> </ul>	Market manager; Residents; YPEC	Market bins May – June YPEC: May 2020	1000
f)	Explore and encourage sustainable food	<ul style="list-style-type: none"> <li>Investigate availability</li> </ul>	Health food shops and providers. University Allotment holders		1000

## 7. DATES OF FUTURE MEETINGS

12<sup>th</sup> January - 5.30pm

16<sup>th</sup> February - 2.30pm

There being no further business, the Chair thanked Members for their attendance and closed the meeting.

Signed,

**Chair of the Parish Council's Environment Committee**

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**Area patrols**

**Durham City warden patrols continue in the following areas:**

**Durham Bus station-** to address anti-social behaviour

**Durham City centre and shopping area** – to combat shop thefts and anti-social behaviour

**Observatory Hill** – To address youth gatherings

**Rear of British Heart Foundation on North Road, Hopper House and St Godrics church** – to address rough sleeper / alcohol / drugs gatherings

**St Nicholas church, Clay path** – again to address anti-social behaviour

**St Margaret's church, Cross gates** – to address youth gatherings

**Wharton Park** – to address criminal damage. A group of young adults were disturbed on 19/12/20 by wardens patrolling the area whilst committing a lewd act and asked to leave the area.

**Bin problems –**

Wardens have delivered section 46 notices to problem addresses and continue to address bin problems such as (bins left out on the street, overflowing bins, bins not emptied etc) at the following streets:-

**Crossgates**

**Hallgarth**

**Hawthorn Terrace**

**Lawson Terrace**

**Sutton street (and surrounding streets)**

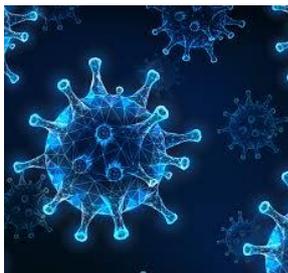
**Wanless Terrace**

These are addressed on warden regular foot patrols and overtime



**Covid-19 issues**

Whilst going about their duties, wardens continue to monitor members of the public both in shops and bus station users in Durham city to ensure they are wearing masks or wearing their masks correctly in the city. Issues experienced are:



- Rough sleepers in-correctly social distancing or mixing households
- Members of the public producing documentation to say they are exempt from wearing masks
- Members of the public refusing to wear masks or claiming they are exempt without production of evidence
- Some students (not all) incorrectly social distancing

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**Do it online**

<https://doitonline.durham.gov.uk/>

Just to respectfully remind both Parish council members as well as members of the public that you will receive a far more streamlined service if you report any issues to Durham Council using the Do it on line web page or any of the other official mediums to contact Durham Council.

**Public Space Protection Order (PSPO) Durham City**

Individuals who frequent Durham City are being reminded that there is a PSPO in Durham City to stop them begging, loitering, and drinking alcohol in the streets. All alcohol will be removed and poured away by DCC Neighbourhood Wardens. One individual has been issued with 3 fixed penalties for breaching the order as well as a littering fine.

**Busking**

Wardens continue to educate buskers playing on Framwellgate bridge about complaints made about them and have politely requested that: -

- They observe good etiquette by keeping performances to an hour limit and then moving elsewhere
- Keeping speaker volumes to an acceptable level. While most buskers are adhering to this, with a gentle persuasion, this is being monitored.

**ADVICE FOR THE PUBLIC AND BUSINESSES**  
**IF YOU FIND YOU ARE BEING DISTURBED**

- \* Firstly, approach the busker and explain politely that you are being troubled by the noise or activity.
- \* You may find this difficult but often buskers are unaware of the problem they are causing.
- \* Most buskers will be glad to do what they can to find a compromise.
- \* If the problem persists contact either:  
☎ 03000 281000 Durham County Council Nuisance Action Team  
☎ 101 Durham Constabulary  
An officer may then be able to visit and explain the Code of Practice.
- \* If co-operation is not forthcoming formal action can be pursued if necessary. Durham Constabulary could take steps towards issuing a Community Protection Warning/Notice and a fixed penalty notice could be issued or the person could be reported to court.

Wardens have also distributed the busker's etiquette leaflet to buskers playing in and around Durham city. Most buskers are happy with the advice given.

**Did you know??? Other ad-hoc duties that we undertake in the City include :-**

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- Finding and returning lost property to the owner / their bank / Police station etc
- Returning lost children to their parents
- Providing support to anyone that needs it in Durham City and sign posting the individual to access support
- Assist Police with locating offenders
- traffic assist at road accidents
- Collecting stray dogs
- Recover and dispose of any needles / sharps found
- Identify undesirables in the city and monitor their behaviour
- Encouraging rough sleepers to accept support or if not encouraging beggars etc to leave the city
- Monitor known shop lifters in shops



This list is not exhaustive!!!

Do you want to Keep In The Know in 2021??



Keep in the Know is a free messaging service brought to you by Durham Constabulary where you decide when and how you are kept informed about the issues that matter to you.

Registration is quick, simple and completely free and if you change your mind, you can unsubscribe at any time.

To sign up visit the website [www.keepintheknow.co.uk](http://www.keepintheknow.co.uk)

Once you sign up you will get an automated email containing a link asking you to activate your account.

The messages will come through as an email, so once you are signed up you don't need to keep checking back for updates, you will receive them automatically.

The system allows you to choose who you wish to receive messages from and what subjects interest you, this means that the only messages you will get are the ones that are relevant to you.

You can log into the system at any time and change your preferences so that you manage what you receive as your needs or interests change.

During the registration process you will have the opportunity to review and select additional licenced information providers who will, if authorised by you, be able to see your data and send you messages too.

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Current licensed information providers who are also able to send messages out on the alert system are Action Fraud, Get Safe Online and Neighbourhood Watch. You simply choose on sign up if you want to opt in (or out) of receiving additional messages from these providers.

If another licensed information provider comes on board, you will receive a message to notify you and you can choose if you would like to receive messages from them too. You can add or remove an information provider at any time.

Your personal details will be securely held under the provisions of the Data Protection Act (GDPR).

As a registered recipient you may also hear good news stories in your community or we may appeal for information to help us identify suspected or wanted criminals or suspect vehicles. If we are appealing for information, we may provide an officer's name and contact details so you can contact the officer directly, or if you choose to reply to the Keep In The Know message we will ensure that the message is passed on to that officer.

Please note that Keep In The Know is not monitored 24/7 and is not for reporting crimes or incidents

You can report a crime by calling the non-emergency number 101 or in the case of an emergency dial 999

And finally, .....

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Take care and on behalf of the Durham Council Neighbourhood Warden service and the team have a lovely Christmas and New Year and stay safe

We look forward to working with you in 2021



## ITEM 5C: PROPOSAL FOR A BLUE PLAQUE SCHEME

Members will recall that the proposal of the Parish Council launching its own blue plaque scheme was considered at a recent Full Parish Council meeting and the Environment Committee agreed to take this forward as a heritage project.

This scheme is based loosely on the English Heritage scheme for blue plaques in London and has been delivered in other local areas outside London by various Parish and Town Councils. Launching such a scheme would be an encouragement for residents to celebrate their heritage and an opportunity to engender Civic Pride. If the scheme is successful, it could form part of a heritage trail in the City which could attract more visitors. There are a number of plaques already in existence in the City; delivered by the former City Council, the City of Durham Trust and the Durham Rotary group. A list of these plaques is attached with a copy of this Agenda.

The Clerk has investigated this through other Parish and Town Councils who have delivered such a scheme and an appropriate supplier for these plaques has been identified. The cost per plaque would be approximately £300 and the design would be similar to the below image:



Supplier: <https://www.croftcastsigns.co.uk/>

Members will recall that a proposal for £2,000 to fund these plaques has been included in the Environment Committee's budget request for the financial year 2021-22.

It is proposed that nominations are invited from members of the public for such plaques and that these be set against the following criteria:

### CRITERIA FOR GRANTING HERITAGE PLAQUES

#### 1 In the case of a single person

1.1 If the person was eminent in his or her field and is listed in appropriate general national biographical sources for the period; for instance, the Dictionary/New Dictionary of National Biography, Who's Who/Who Was Who, Men and Women of the Time, the Times Obituary, or recognised specialist biographical sources, and

had a significant connection with one or more places in the City of Durham Parish area, such as a residence of five years, place of birth, place of business etc., OR

1.2 if the person made a definite contribution to the history of Durham City, does not appear in the relevant national sources but had a significant connection with one or more places in Durham City, such as a residence of five years, place of birth, place of business etc.

**Please note:** Proposals will not be considered for the commemoration of individuals unless more than 20 years has elapsed since their passing.

## **2 In the case of an event**

If it was of considerable importance in the history or development of the City.

## **3 In the case of a building**

If, unconnected with an important person, the building was significant in the history or development of Durham City, or is of great antiquity, or of particular architectural importance.

The following is proposed as the procedure to follow with this scheme:

### **BLUE HERITAGE PLAQUE PROCEDURE**

Nominations from the public will be invited via the Parish Council's website and newsletter.

The Full Parish Council will consider suggestions for heritage plaques to mark historic events, significant buildings or for a famous individual. The Council will consider the nominations against the "Criteria for granting a heritage plaque" document.

If a proposal is approved by Council, ownership details will if possible be obtained by the Parish Clerk and a letter sent to the owner or occupier of the property.

The letter will include the Council's wish to have a small unveiling ceremony and obtain consent but will also stress that there is no obligation on the property owner to agree to one.

The exact wording to be used on the plaque will be decided by the Parish Council. It is also proposed that the plaques will have "**City of Durham Parish Council**" around the top rim.

When, and if, a reply is received in favour of a plaque, an appointment will be made with the owner of the property. (Make sure the person agreeing to the plaque is the owner of the property. If not, establish who the owner is and obtain consent). Obtain permission in writing or by email.

Order the plaque. Signs of the Times - a circular mid-blue plaque measuring 375cm in diameter. The wording is in white in Times New Roman with a cream rim around the edge. The plaque has three no 8 screws for fixing and are sprayed

blue to match the plaque. Ensure the screws are able to be fixed from the front of the plaque.

When the plaque is received, make an appointment with the property owner for its installation.

If there is to be a small opening ceremony, agree the date with the property owner.

Take photographs of the plaque when it is installed and issue a press release.

<b>DECISIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1) For Members to agree to launch the blue plaque scheme as set out in the above report and to recommend this to Full Council in January.</li><li>2) If 1) is agreed, for Members to approve the proposed criteria and procedure for launching this scheme.</li><li>3) If 1) and 2) are agreed, for Members to approve this being advertised via the Parish Council newsletter in late January/ early February pending Full Council approval.</li></ol>
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