

City of Durham Parish Council

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Dear Councillor,

In accordance with the Local Government Act 1972

I hereby give you notice that a **MEETING** of the **CITY OF DURHAM PARISH COUNCIL** will be held in the **MAIN HALL OF ST LEONARD'S CATHOLIC SCHOOL, NORTH END, DURHAM DH1 4NG ON THURSDAY 28 MARCH 2019 AT 19:00** to transact the following business: -

- 1. PRESENTATION FROM DAVE WAFER, STRATEGIC TRAFFIC MANAGER AT DURHAM COUNTY COUNCIL ON BUS STATION.**
- 2. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**
- 3. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**
- 4. PUBLIC AND SCHOOL COUNCIL PARTICIPATION.**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH FEBRUARY 2019.**
- 6. COMMITTEE UPDATES**
 - Planning Committee minutes from meetings held on the 15 February and 1 March.
 - Update from Chair of Planning on DCC HQ move.
 - Environment Committee minutes from meetings held on 15 January, 12 February and 5 March.
 - Durham in Bloom 2019.
 - Licensing Committee minutes from meetings held on 22 February and 8 March
- 7. UPDATE FROM CHAIR.**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 28 February.
- 8. UPDATE ON HMO OCCUPANCY WITHIN THE PARISH – verbal update from Vice Chair of the Parish Council.**

9. **NOTICE BOARD IN MARKET PLACE** – verbal report from Vice Chair of the Parish Council.
10. **MOTION TO DURHAM COUNTY COUNCIL ON PROPOSED NEW BUS STATION** – report included
11. **MOTION TO CONGRATULATE DURHAM WOMEN FC** – motion included.
12. **CITY OF DURHAM PARISH COUNCIL STRATEGY 2019/20** – report included. Councillors are asked to approve the Parish Council Strategy 2019/20.
13. **DCC CONSULTATION ON POLLING DISTRICTS, PLACES AND STATIONS** – Councillors are asked to consider their response to this consultation.
14. **SECTION 106 CONSULTATION - SHERATON PARK RESIDENTS ASSOCIATION** – application included. Councillors are asked to consider their response to this consultation.
15. **CLIMATE EMERGENCY RESOLUTION** – report included.
16. **DATE OF NEXT MEETING** - 25 April, to be held in the Lantern Room of Durham Town Hall.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public will be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public will be asked to leave the room.

17. CITY OF DURHAM PARISH COUNCIL GOOD CITIZEN AWARD

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 City of Durham Full Parish Council held on Thursday 28th February 2019 at 19:00 in the Lantern Room, Durham Town Hall, Market Place, Durham, DH1 3NJ.

Present:

Cllr E Scott in the Chair

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, E Brown, S Cahill, R Cornwell, R Ormerod, C Reeves, M Ross, G Holland, D Freeman and A Doig

1. Presentation from Stephen Reed, Planning Development Manager at Durham County Council on Section 106 funds.

The Chair welcomed Stephen Reed, Planning Development Manager at Durham County Council to the meeting to discuss Section 106 agreements. Mr Reed began his remarks by giving a brief description of what Section 106 agreements were, stating that they are a legally binding agreement that is required to be entered into as part of the granting of planning permission. This agreement places an obligation on a developer to do certain things as part of a development, to make a scheme comply with planning policy or be otherwise acceptable in planning terms.

Mr Reed advised that these agreements provide payment of money in lieu of on-site facilities, provide affordable housing and deliver key infrastructure required as part of a scheme.

Mr Reed advised that DCC apply a transparent approach with these agreements and details of the S106 Agreement proposed for each application will be referenced in a report to the Planning Committee. If Committee endorses recommendation and approves the agreement, this is then entered onto the Planning Register & Portal. Mr Reed advised that these agreements are pro-actively monitored by a dedicated team at DCC.

Mr Reed advised that, in cases where requires payment of money, registers are produced to show when monies are received and available for allocation, these are then circulated to local Councils as well as to DCC Members and the AAP.

Mr Reed advised that monies are normally allocated to the same Electoral Division to where development occurred

Mr Reed advised that DCC is happy to entertain applications to spend the money from any organisation that can deliver a relevant project and application forms are available for applicants.

Mr Reed advised that, once an application is received, community consultation is then undertaken, including with a local Council. The final decision is taken by either an

Officer or Member Group chaired by the Cabinet Member for Regeneration and Economic Development.

Mr Reed explained that a local Parish Council does have a role as a consultee and, when consulted on a planning application, they may wish to suggest a S106 Agreement if felt appropriate as part of planning consultation response. The Parish Council is also a consultee able to comment on S106 applications submitted by others. Mr Reed also advised that the Parish Council may also wish to develop or promote projects of their own to spend s106 money.

Cllr R Cornwell asked if a Section 106 agreement could be reached for a planning application that was decided as a devolved matter as well as those that went to committee. Mr Reed advised that this is indeed the case and usually a scheme involving the development of 10 or more units would be considered for a section 106 condition.

Cllr V Ashfield asked if there were ever an occasion where Section 106 monies had had to be refunded. Mr Reed advised that there had been one such occasion that he was aware of and that usually when Section 106 was paid, there was a period of 5 years whereby the monies had to be spent or else refunded to the developer.

Cllr E Ashby asked if Durham County Council ever made applications for Section 106 funding. Mr Reed confirmed this is the case and the Clerk confirmed that such an application was on the Agenda for this evening's meeting.

Cllr E Scott asked if retrospective applications for Section 106 funding were permissible. Mr Reed confirmed that they were.

Cllr E Ashby remarked that it was a pity that the public weren't more aware of this form of funding for various recent applications, most notably the proposed move of the County Hall.

Cllr R Ormerod asked whether it would be possible to object to a planning application but also state that any granting of a proposed development or scheme should carry a Section 106 condition. Mr Reed confirmed that this is permissible.

Cllr V Ashfield asked about Section 106 and affordable housing, asking who is coming forward to develop affordable housing and why there was a delay in certain monies being used as intended. Mr Reed advised that 30 out of 160 applications for Section 106 monies were made by local Parish Councils with one Council pro-actively acquiring over 90% of the Section 106 monies available for their area.

Cllr L Brown asked what the difference is between Section 106 and community infrastructure levy. Mr Reed responded that the position in Durham had not changed in so much that a community infrastructure levy is not applied; the feeling being that this would not be viable for Durham.

There being no further questions, the Chair thanked Mr Reed for his presentation and Mr Reed left the meeting.

2. Apologies for absence

Apologies for absence were received and approved by Council for Cllr J Elmer

3. Declarations of Interest

There were no declarations of interest submitted by Members.

4. Public participation

Ms Ann Evans attended the meeting to raise the issue of a lack of public conveniences within the City Centre of Durham.

Ms Evans advised that she felt that there were very few public toilets open to the public, particularly after 16:30pm and the issue was made worse by a lack of signposting for members of the public to the nearest conveniences.

Ms Evans did advise that she was aware that public toilets were proposed for the new bus station, however this would not be in place for another two to three years. She felt that this was something which the Parish Council ought to look into.

Cllr L Brown said that she fully supported everything Ms Evans had to say on the issue.

Cllr R Cornwell added that in addition to the areas identified by Ms Evans, the leisure centre also provided free public conveniences to members of the public.

Cllr E Ashby advised that the first question asked of the Durham Pointers groups by members of the public was often "where are the nearest toilets?" Cllr E Ashby advised that this was something the Parish Council and the BID team ought to look at.

Cllr A Doig advised that he felt that the issue was a lack of any map or signposting for members of the public.

The Clerk updated Ms Evans and the Council on a recent meeting he and Cllr Doig had had with a representative of the Durham Hub of Citizens UK who were looking at the issue of accessibility in Durham City Centre and the lack of public conveniences. Through this meeting, they had also identified the need to create a map of the City of Durham to point to visitors where the nearest conveniences were.

The Chair thanked Ms Evans for bringing the issue to the Parish Council.

5. Approval of the draft Minutes of the Council meeting held on 24th January 2019 and of the Extraordinary Council meeting held on 4th February 2019.

The Minutes of the Council meeting held on 24th January 2019 and of the **Extraordinary Council meeting held on 4th February 2019** were unanimously accepted as a true and accurate record of proceedings.

6. Committee updates

Updates were provided from the Environment, Finance, Licensing and Planning Committees as follows:

Planning Committee

Councillor R Cornwell provided an update on behalf of the Parish Council Planning Committee. Cllr Cornwell advised that the consultation on the Neighbourhood Plan Area was now complete and the designated area accepted with no objections.

Cllr E Scott also confirmed at this stage that she would speaking at the forthcoming County Planning Committee on the matter of the proposed move of Durham County Hall to the Sands. Her speech would be limited to 5 minutes and any longer would be at the discretion of the Chair of the Committee.

Cllr E Scott also confirmed that she and Cllr R. Cornwell would be having a meeting with the Trustees of the Freemen of Durham on Monday 4th February to discuss the application and what action they would be taking on this.

Cllr V Ashfield asked if it would be permissible for a Parish Councillor to speak at the Committee on behalf of another organisation. The Chair confirmed that this would be fine.

Cllr R Cornwell advised that he felt that the professional advice provided to the Parish Council by Richard Buxton Solicitors and Vectos transport planning specialists and passed on to the County Council in relation to the HQ move application had not been reflected well in the Officer's report on the application and their reports had been substantially condensed in the Officer's report. Cllr R Cornwell advised that it was important that all arguments made at the Committee on 5th of March must be on planning policy.

Cllr G Holland advised that there was a danger that speakers at the Committee could focus on the personal and emotional view of the application and not focus enough on planning policy. Cllr Holland felt that the latter needed to be the main focus of any arguments. Cllr E Scott advised that the Parish Council would continue its fight against the application should the Committee be minded to approve the application at its 5th March meeting.

Cllr E Scott advised Members that there is a demonstration planned for 2nd March in the Market Place and anyone wishing to attend this would be doing so as individuals rather than in an official capacity as Parish Councillors.

Cllr E Ashby felt that it would be a good idea to use a visual presentation during the speech and the Clerk confirmed that he would be setting up a PowerPoint slide presentation to go with the speech by Cllr E Scott on behalf of the Parish Council.

Cllr J Ashby advised that the new Business School of the University being built on the riverside similar to the proposed new HQ had had to keep the ground floor completely clear due its risk of flooding.

Cllr R Cornwell indicated that, in the event of the planning application being approved, he was minded to ask a question at the County Council Cabinet meeting on 13th March. This would be to query whether, despite it being technically possible to build the new County HQ on the Sands, the Cabinet would review their decision in the light of the serious flood risk, a matter that had only come to light in the course of determining the planning application. Council agreed to this question being put in the name of the Parish Council.

Environment Committee

Councillor V Ashfield provided an update on behalf of the Environment Committee to the Full Council.

Councillor V Ashfield advised that she had contacted the Clerk subsequent to the February Environment Committee meeting with a number of changes to the January Environment Committee Minutes to better reflect the proceedings of the meeting.

Finance Committee

Councillor A Doig provided an update to the Full Parish Council on behalf of the Finance Committee. Cllr Doig advised that at the 11th January meeting of the Committee, Committee Chairs had brought along information about provisional spending priorities for their Committees and this would be discussed further under Item 11 of the Agenda. Cllr A Doig also advised that a meeting of the Finance Committee had not taken place in February as there was nothing urgent to discuss for the Committee, however he would soon be arranging a meeting of this Committee to go over the procedure for grant applications with the grant awarding policy now in place.

Licensing Committee

Councillor L Brown provided an update on behalf of the Licensing Committee to the Full Parish Council.

Cllr L Brown advised that the Committee had objected to the Lebaneat license review application and the licenses for both premises had been removed. At present, no appeal had been submitted by the owners of Lebaneat.

Cllr L Brown also advised that there was a need for an additional Member to join the Licensing Committee owing to Cllr Cahill's resignation from the Committee.

Some concern was expressed at the use of the phrase "I am informed that Cllr A Doig is willing to be a part of this committee" on the Agenda, some Members expressed that this could have been done in a more transparent way.

The Clerk confirmed that the Full Council was the forum to elect new Members on to the Committee. Cllr C Reeves was proposed by Cllr V Ashfield and seconded by Cllr L Brown, Cllr A Doig was proposed by Cllr R Ormerod and Cllr E Ashby and both were unanimously elected on to the Licensing Committee.

7. Update from Chair.

The Chair provided an update on the Office situation for the Parish Council to state that at present she and the Clerk were still awaiting confirmation of the Office space from Durham County Council but that the Town Hall was definitely not going to be the Parish Council office. Some Members expressed concern at the delay and Cllr R Ormerod felt that Durham County Council ought to be pushing this forward more speedily and working closely with the Parish Council to do this. The Chair advised that she hoped the Council would have an office sorted by the time of the next Full Parish Council meeting in March.

The Chair also reported that she had asked for tea and coffee to be provided for the meetings of the Full Parish Council. This would be charged at £1 per head by the Town Hall, which Members expressed was very reasonable.

The Chair also advised that she was aware of some Councillors and a member of the public requesting a public meeting, however given that the Annual Parish meeting would be taking place in May, it wouldn't be practical to organise another public meeting before this date and the Parish Council should use the Annual meeting in May as this forum.

The Chair also reminded Councillors that all Press releases on behalf of the Parish Council needed to go through the Clerk as a matter of protocol and in accordance with the recently adopted Parish Council communications policy.

The Chair also advised the Council that she had requested that the Clerk put together a strategy document for the Council in time for the March meeting.

The Chair also advised that the April Full Council meeting would be welcoming both the police and the Sanctuary 21 team to discuss the issue of homelessness and begging in Durham City.

The Council also **resolved** to devolve powers to purchase office equipment and stationary to the Chair and to the Clerk.

8. HMO occupancy within the Parish

Cllr A Doig provided a verbal report to Full Council on the issue of HMOs within the City of Durham Parish. Cllr Doig felt that the Parish Council should look into gathering its own data on HMOs in the Parish by potentially employing someone for a period of between 6-12 months to carry out a professional review of the situation. The intention being to influence some of the key decision-making being taken by the County Council.

Cllr D Freeman felt that he did not foresee this data making a difference to County Council decisions.

Cllr L Brown supported the project and felt that this was very much needed.

Cllr G Holland advised that in order to be an authoritative voice for the City of Durham Parish, it was essential for the Parish Council to have all of the data.

It was **agreed** that the Cllr A Doig should produce a report to be considered at the next Full Council meeting on this matter.

9. Notice board in Market Place

Cllr A Doig provided a verbal report to the Full Council on the issue of a notice board in Market Place or in the Town Hall ground floor.

Cllr V Ashfield advised that she felt that a live screen would be even better than a notice board.

Cllr A Doig advised that the intention was to provide residents and visitors of the City with more information about what was happening in the Parish.

It was **agreed** that both the Clerk and Cllr A Doig ought to investigate this further and report back to Full Council.

10. Response to pre-submission draft of the County Durham Local plan.

Councillors considered the proposed response to the pre-submission draft of the County Durham Local plan, put together by Cllr J Ashby. The Clerk advised the Council that this report was the recommended response from the Parish Council Planning Committee.

It was **agreed** unanimously to accept the proposed response to the pre-submission draft and the Full Council commended Cllr J Ashby for his wonderful work on the response.

The Clerk reminded all Councillors that they could also respond to the pre-submission draft as local residents.

11. Durham County Council regeneration team section 106 application.

Councillors considered a request for Section 106 monies from the Durham County Council regeneration team. The sum of £31,000 was being requested as part of the application. It was noted that this was a retrospective application as the installation of the heron sculpture had already been carried out.

The Council felt that, though retrospective applications were permissible, the community had not been consulted on the merits of the project and its need to access Section 106 monies. It was felt that alternative community-led projects would be the preferred option.

Cllr D Freeman and Cllr R Ormerod advised that they had not been consulted on this application.

It was **agreed** to object to the application and the Clerk confirmed he would be writing a response to the application and would circulate this to Members for approval.

12. Environmental and Sustainability policy

The Clerk advised that at the last Environment Committee, it was agreed to put the proposed Environmental and Sustainability policy to the Full Council for formal adoption.

Cllr E Ashby felt that this policy ought to also be accompanied by a green accreditation to highlight the Council's commitment to the issue and this should also be included in official correspondence from the Council. The Clerk advised that he would be investigating this further. The Council unanimously **agreed** to accept the proposed policy.

Cllr A Doig advised that the Chairs of each Committee had attended the recent Finance Committee meeting on 11th January and had agreed the indicative spends as set out in the report.

13. Designing a Parish Council Logo

The Clerk reminded Members that at the Parish Council strategy meeting in October 2018, Councillors had discussed the creation of a logo for the Parish Council.

The Clerk advised that the Council's branding and in particular its logo are the central and most powerful elements of identifying ourselves and the work the Council does to our residents. Many local Parish and Town Councils have their own unique logos which help to identify themselves from other community groups and organisations.

The Clerk advised that a number of Parish Councillors have requested an ID badge and/or business cards to help identify themselves to members of the public. Furthermore, when sending official correspondence from the Parish Council, it is preferable that branded, letterheaded paper be used to do this. It is proposed that these all be arranged following the Council agreeing a logo and the new Parish Council office is set up.

The Clerk reported that there is a precedent for Parish and Town Councils using the official crest of their area as the official logo and he provided a copy of this for the City of Durham for Members to consider. The Clerk also advised that the Council may wish to carry out a competition amongst the schools within the Parish to design a new logo.

Cllr V Ashfield advised that she and Cllr M Ross had recently attended a meeting with one local school and there were a few questions about the work of the Parish Council and, as such, she felt it was too early to ask the schools to design the Parish Council logo.

Cllr D Freeman advised that he was in favour of the logo and proposed that the Parish Council adopt this as their official logo, this was seconded by Cllr R Ormerod.

Cllr C Reeves advised that she was not in favour of the Crest.

Cllr E Ashby proposed that the Council consult a respected local artist to design a logo for the Parish Council following her highly praised design for the Neighbourhood Planning Forum and that the Parish appropriately mark its inception as a new body by creating a new logo. This proposal was seconded by Cllr C Reeves.

Members were asked to vote on the first proposal of adopting the Crest as the official Parish Council logo, as proposed by Cllr D Freeman and seconded by Cllr R Ormerod. Members proceeded to a show of hands and Cllr Freeman's proposal was carried by the Chair's casting vote.

Cllr V Ashfield felt that the slogans on the crest did not match the priorities discussed at strategy meetings.

14. Allotments on Larches Road

The Clerk advised that he had recently had a meeting with Mark Farren, DCC Manager for Pest Control, Allotments and Civic Pride in relation to the Larches Road Allotments

within the Parish and advised that there was a statutory obligation for the Parish Council to take over the ownership of the site.

The Clerk advised that the site itself is based in the housing estate opposite the current County Hall HQ building, near to the Flass Vale Nature Reserve. It is currently run by an Allotment Association on a self-management basis and under this arrangement DCC receive no income from the site.

All allotment tenants on the site must be members of the Association and as such currently hold a tenancy agreement between themselves individually and Durham County Council. They must also agree to the rules of the Association. The site has limited parking and buildings are not permitted. As a result, all allotment tenants need to carry their gardening tools to and from the site. DCC has advised that the majority of allotment tenants on the Larches Road allotments are residents living close by to the site and there is a general feeling that the site is extremely well-maintained and managed.

Cllr L Brown advised that she knew this site well and it was indeed a very well-maintained site.

The Council **resolved** to take over the ownership of the Allotment site. Two Councillors abstained from the vote on this matter.

The Council also **resolved** not to respond to the ongoing Allotments consultation being carried out by Durham County Council.

15. City of Durham Parish Council meritorious award.

Cllr A Doig firstly advised that he felt that the name of the award ought to be amended to the "Good Citizen Award" and this was **agreed** by the Council.

Cllr R Cornwell also made the point that he felt that any non-residents who had made a substantial positive impact to the Parish should also be considered for the award. This too was **agreed** by the Council.

The Clerk reported that this award would be used to recognise outstanding commitment to City of Durham life, and may be awarded for exceptional contributions to voluntary activities, for work carried out to support and help others, and in recognition of achievements which have benefited the community.

The Council agreed that the award(s) would not necessarily go to one individual but to a number of individuals depending on their contribution.

It was **agreed** that Councillors would submit their nominations to the Clerk ahead of the next Full Parish Council meeting in March, where this would be discussed and voted on in closed session. The awards would then be presented at the Annual Parish meeting by the Chair.

16. Date of next meeting

The Chair advised that the date of the next meeting would be on 28 March, to be held in the Main Hall of St. Leonard's Catholic School, North End, Durham. DH1 4NG.

There being on further business, the Chair thanked everyone for their attendance and closed the meeting.

Signed,

Chair of City of Durham Parish Council.
28 March 2019

City of Durham Parish Council

Draft Minutes of Planning Committee meeting held at 14:00 pm on Friday 15th February 2019 in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET

1. Welcome and apologies:

Present: Cllrs R Cornwell (Chair), J Ashby, L Brown, J Elmer, G Holland and C Reeves.

Also present: Cllr E Ashby and Parish Clerk Adam Shanley

Apologies: Cllr V Ashfield

2. Declarations of interest: Cllr J Ashby declared a non-pecuniary interest in applications (DM/19/00256/FPA and DM/19/00257/LB | Single storey extension to rear of dwelling | 193 Gilesgate Durham DH1 1QN) as the applicants are friends.

3. Minutes of the Meeting on 18th January 2019: agreed as a correct record.

4. Public participation comments: Cllr E Ashby was present and advised that she would make her representation during discussion of the specific application.

5. Matters arising

The responses to the following applications were approved (for text of letters see Parish web site):

DM/18/03736/VOC | Ingleside Whinney Hill Durham DH1 3BE

DM/19/00036/FPA and DM/19/00037/LB: Kingsgate House 31 - 33 Church Street Durham DH1 3DG

DM/19/00149/FPA: 7 Ferens Close Durham DH1 1JX

6. Oversight of the work of the Neighbourhood Plan Working Party

Cllr R Cornwell advised that the consultation on the Neighbourhood plan boundary was now complete. Comments on this had been received, all had been positive and no objections on this received.

Cllr R Cornwell advised that the name of the Neighbourhood Area this covers needed to be decided on and the recommendation is that this be named the "City of Durham Neighbourhood Area". The Committee agreed this unanimously.

Cllr J Ashby advised that he felt that the consultation on the Draft Neighbourhood Plan would be taking place later than originally anticipated and would likely be following the consultation on the Pre-Submission Draft of the County Durham Local Plan.

7. Consideration of the following planning applications

1. **DM/19/00187/FPA** | Construction of two-storey extension to west elevation of dwelling, raising of part of roof, re-cladding of existing building in render/timber cladding, new entrance gates and bollard lighting, construction

of summer house in garden area and associated tree works | Quarryside Back Western Hill Durham DH1 4RG (held over from 1 February): noted

DM/19/00203/FPA | Alter and extend bungalow to include extensions to the gable end and rear, partial first floor, recladding and repositioning the garage | Site Of Former 5 Almoners Barn Durham DH1 3TZ: noted. It was also felt that this represented an improvement to the building.

DM/19/00216/FPA | Replacement porch, restoration of bay window to front and balcony above flat roofed garage to rear | 6 St Johns Road Nevilles Cross Durham DH1 4NU: noted

DM/19/00232/CPO | Certificate of Lawful Use application for the erection of a single storey flat roof extension with roof lantern to rear, alteration to window openings and internal changes to internal layout | 13 Springfield Park Durham DH1 4LS: noted

DM/19/00246/FPA | Conversion of garage to 1-bedroom ground floor flat of 7A Dalton Crescent including amendment to parking and reorganisation of shared pedestrian access to 7A and 8 Dalton Crescent | 7A Dalton Crescent Nevilles Cross Durham DH1 4FB. The committee resolved to object to this application. Cllr L Brown to draft an objection.

DM/19/00251/FPA | New shop front | 19 The Riverwalk Millburngate Durham DH1 4SL: noted

DM/19/00256/FPA and **DM/19/00257/LB** | Single storey extension to rear of dwelling | 193 Gilesgate Durham DH1 1QN: both noted

DM/19/00265/TCA | Fell 1no. Alder tree to ground level | St Godrics Church Castle Chare Durham DH1 4RA: noted

DM/19/00284/FPA | New dwelling with associated works to house 3 bed C4 house in multiple occupation | Metcalfe House North Road Durham DH1 4UE. The Committee resolved to enquire further as to the purpose of this scheme and whether or not this would impede on the footprint of the new bus station. Cllr J Ashby to query with the case officer. Some concern was also expressed about the date being incorrect for consultation cut off time for this application.

DM/19/00292/FPA | Single-Storey Side/Rear Extension | 1 Faraday Court Nevilles Cross Durham DH1 4FG. The Committee resolved to note the development, though Cllr L Brown would draft a request that the tree being removed be replaced by a selected tree type.

DM/19/00309/AD | 1 No Metal Plaque and 1No Non-Illuminated Hoarding Sign | North Platform Railway Station Station Approach Durham DH1 4RB: noted

DM/19/00313/TCA | Reduce height of cherry tree by 4-5m & the width by 2-3m | 1 Kepier Villas Gilesgate Durham DH1 1JP: noted

DM/19/00324/AD | 4no. vertical halo illuminated signs | Student Castle Durham DH1 1RH. The Committee resolved to object to this application and to call this to Durham County Council's Planning Committee. Cllr J Ashby advised that the use of the name "Student Castle" would be contrary to naming policy and the naming policy officer at DCC had already advised this name would not be used.

DM/19/00331/FPA | Erection of Sound Proof Boundary Fence | Oswald House Church Street Durham DH1 3DQ: noted

DM/19/00337/LB | Alterations to internal layout, insertion of 1no. window, kitchen extraction | discharger and ductwork and re-paint to rear | Big Jug 83 Claypath Durham DH1 1RG: noted

DM/19/00356/FPA | Retractable Awning and Metal Framed Pergotenda with Retactable Roof with Associated Handrail and Festoon Lighting | Half Moon Hotel 86 New Elvet Durham DH1 3AQ: noted

DM/19/00359/FPA | Erection of single storey extension to side of existing dwelling | 2 Springfield Park Durham DH1 4LS: noted

8. Pre-Submission Draft of the County Durham Plan

Concern was expressed by all members as to the quality of the overall plan in its current form. In particular, Cllr J Elmer objected to the house types being built despite over 87% of the future need being for the over 65-age group. Cllr G Holland also expressed concern about the lack of proposed social housing for the County which would have a big impact on young Durham residents.

It was felt that the current plan was a deterioration of the previous plan. Cllr R Cornwell reminded the Committee that comments being made in the Parish Council's response needed to be based on the needs of our own Parish.

Cllr J Elmer reported that he found the aspect of the plan relating to sustainability really very poor and this needed to be reviewed.

Cllr L Brown advised that she was surprised that DCC had included the bypasses in the current plan as this had been thrown out by the Inspector during the consultation on the previous plan.

Cllr J Ashby presented his proposed response to the Pre-Submission draft of the Durham Local Plan. It was resolved that Parish Council planning committee Members should review this by no later than Wednesday 20th February, after which the proposed response would be put to Full Council as the Committee's recommended response.

9. Planning Committee protocols

Cllr R Cornwell advised that he had discussed this with the Clerk and it was felt that Committee Members should continue to draft the responses to the applications but that these would be signed off in the name of the Clerk. Cllr R Cornwell also proposed that TPO and Discharge of Condition(s) applications be removed from the

Planning Committee Agendas unless members expressed that they would like to have one (or more) of these on the Agenda for Committee consideration.

Cllr J Elmer asked that the Parish Council consider the cumulative impact on Durham due to the removal of trees. The Committee asked the Clerk to investigate inviting a DCC Trees Officer to a future Full PC meeting to further discuss what influence the Parish Council could have on this.

The Committee also agreed that draft responses expressing formal views on any matter, not just planning applications, need to be cleared by the Chair of the Planning Committee (or of the Parish Council where appropriate) and signed by the Clerk.

At this point in the meeting, there was a motion to suspend standing orders in order to allow item 11 to be discussed after the 2-hour time limit. Moved Cllr J Ashby, seconded Cllr L Brown, passed unanimously.

10.Dates of future meetings

1 March 2019 - 14.00 to 16.00 hrs – The Chair advised that he would leave this to the discretion of the Clerk to decide on the location of the next meeting as the Parish Council may have an office by the time of the next meeting.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the member of the public was excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

11.To consider developments regarding the proposed new County HQ on the Sands

The Committee considered a letter from Vectos, the traffic consultants commissioned by the Parish Council, to review the application for the proposed move of Durham County Hall HQ to the Sands. It was agreed that recommendations on amendments would be submitted in writing to the Clerk who in turn would ask Vectos to make any amends as requested within the timeframe of the 23rd to respond to the amended application.

There being no further business the meeting closed at 16:21pm.

Signed,

Roger Cornwell

Chair of Planning Committee

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 1st March 2019 in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET

1. Welcome and apologies:

Present: Cllrs R Cornwell (Chair), J Ashby, V Ashfield, J Elmer, G Holland and C Reeves.

Also present: Cllr A Doig and Parish Clerk Adam Shanley

Apologies: Cllr L Brown

2. Declarations of interest: Cllr A Doig advised that he attended the meeting today to discuss Neville's Cross applications in his role as Secretary of the Neville's Cross Community Association.

3. Minutes of the Meeting on 15th February 2019: agreed as a correct record.

4. Public participation – Cllr Alan Doig advised that he would be happy to save his participation until the item came under discussion according to the Agenda order.

5. Matters arising

Councillors were asked to approve the following responses (for text of letters see parish web site):

DM/19/00246/FPA – It was agreed that this application should just be noted by Members.

DM/19/00324/AD – Cllr J Ashby advised that he had circulated a response to this application and the Clerk confirmed that this had been submitted to DCC accordingly and was on the Parish Council website. Cllr J Ashby advised that this would be going to the Central/East Area Planning Committee and that he would represent the Parish Council on this application. The Clerk would confirm the date of this Committee meeting.

Cllr G Holland also asked that the Committee be updated with the outcomes of applications so that the Committee is able to ascertain if their representations are reflected in the outcomes. The Clerk agreed to contact the Head of Planning to see if this may be possible.

6. Oversight of the work of the Neighbourhood Plan Working Party

Cllr R Cornwell advised that he and Cllr J Ashby had attended the Neighbourhood Plan Working Party which had a productive meeting with representatives of the County Planning Department; the extension of the Neighbourhood Plan area so as to be the same as the Parish Council area has been agreed, and the consultation on the Draft Neighbourhood Plan would take place most likely around May or June time this year.

7. Consideration of the following planning applications

DM/18/03785/FPA | Erection of 4 dwellings | Land To The Rear Of 63 Crossgate Durham DH1 4PR. Councillors felt that this application ought to be referred to the Central/East Area County Planning Committee for a decision. Some concern was expressed about the 4 dwellings becoming C4s i.e. student HMOs. The Committee felt that these dwellings ought to be C3s and ought to be restricted to affordable housing. Cllr R Cornwell advised that there was a policy against such back-land development. The Committee also felt that any granting of this application ought to have a Section 106 condition applied. Cllr J Elmer advised that the project by the Parish Council Environment Committee to remove chewing gum from North Road would be a worthwhile project for this to fund. Cllr G Holland agreed to draft a response to the application. The Clerk also agreed to contact Cllr L Brown to request that the application be called to the Central/East Area County Planning Committee.

DM/19/00284/FPA | New dwelling with associated works to house 3 bed C4 house in multiple occupation | Metcalfe House North Road Durham DH1 4UE (held over from 15 February meeting). It was **agreed** that the application should be noted.

DM/19/00361/FPA | Erection of single-storey extension to side and rear of dwelling. | 8 St Bedes Close Crossgate Moor Durham DH1 4AB. It was **agreed** that the application should be noted.

DM/19/00371/FPA | Change of use from C3 dwelling house to HMO Sui Generis (Student Accommodation) | Corner House Potters Bank Durham DH1 3PS. It was **agreed** to defer a decision on this until further information could be received as to the number of student HMOs in the area. Cllr J Ashby offered to find this out and report back to the next Parish Council Planning Committee meeting.

DM/19/00389/RM S.73 application to vary condition no.2 of planning approval. It was **agreed** that the application should be noted.

DM/18/01115/FPA to allow design changes | Fram Well House Diamond Terrace Durham DH1 5SU. It was **agreed** that the application should be noted.

DM/19/00416/FPA | Change of use of ancillary one bedroomed carer's suite to residential flat | Rokeby Villa 1 Percy Terrace Durham DH1 4DY. It was **agreed** that the application should be noted, though Cllr A Doig did report that the Neville's Cross Community Association would be objecting to this application.

DM/19/00442/FPA and **DM/19/00443/LB** | Replacement of existing extension and minor internal alterations | 22 Allergate Durham DH1 4ET. Cllr R Cornwell advised that he would look into this application further and draft a response to be approved at the next Parish Council planning committee.

DM/19/00446/LB | Replace lighting LED lighting in various locations, replace entrance doors with powered opening and access control doors, repair the leaded light windows and repair the floor of the Norman Chapel | Durham Castle Palace Green Durham DH1 3RL. It was **agreed** that the application should be noted.

DM/19/00447/FPA | Change of use from small HMO (use class C4) to large HMO (use class sui generis) including installation of window to front elevation. Alterations to internal first floor walls to add new shower room and bedroom, along with combined kitchen/lounge/dining and new external rear window. Existing 6 bedroom to proposed 7 bedroom | 34 Highgate Durham DH1 4GA. It was **agreed** that the application should be noted.

DM/19/00453/CPO | Certificate of Lawfulness for Proposed Development: Internal Alterations to C4 Dwelling | 16 Mowbray Street Durham DH1 4BH. It was **agreed** that the application should be noted.

DM/19/00472/AD | 1No Internally Illuminated Fascia Sign, 1 No Externally Illuminated Hanging Sign and 2No Digital Screens Durham University Assembly Rooms 40 North Bailey Durham DH1 3ET. It was **agreed** that the application should be noted.

DM/19/00501/FPA | Installation of footpath bollard lighting to the pathway between Bede Chapel and Caedmon Building Kitchen, at the College of St Hild and St Bede | Thorpe House Hall Of Residence St Hild And Bede College Pelaw Leazes Lane Durham DH1 1SZ. It was **agreed** that the application should be noted.

DM/19/00523/FPA | Proposed single storey extension to rear 19 St Nicholas Drive Durham DH1 4HH. It was **agreed** that the application should be noted.

DM/19/00542/LB | Brick/Stone/Window Restoration, re-pointing, re-render, re-roofing, Localised Gutter Replacement and Associated Works 8 And 8A South Bailey Durham DH1 3EE. It was **agreed** that the application should be noted.

DM/19/00544/LB | Fenestration, ironwork, stonework and brickwork restoration, repointing, re-roofing, re-render, localised gutter replacement and associated works | St Cuthberts Society 12 South Bailey Durham DH1 3EE. It was **agreed** that the application should be noted.

DM/19/00545/LB | Brick/Stone/Window Restoration, Re-pointing, Reroofing, Localised Gutter Replacement and Associated Works 13 South Bailey Durham DH1 3EE. It was **agreed** that the application should be noted.

DM/19/00546/LB | Brick/Stone/Window Restoration, Re-pointing, Reroofing, Localised Gutter Replacement and Associated Works 26 North Bailey Durham DH1 3EW. It was **agreed** that the application should be noted.

DM/19/00547/LB | Brick/Stone/Window Restoration, Re-pointing, Reroofing, Localised Gutter Replacement and Associated Works 27 North Bailey Durham DH1 3EW. It was **agreed** that the application should be noted.

8. Notification of Appeal for DM/18/03418/FPA

Cllr R Cornwell reported that the deadline for the appeal was the 22nd March and that he would draft a rebuttal letter on this and report this back to the next Parish Council Planning Committee.

9. Pre-Submission Draft of the County Durham Plan

Cllr R Cornwell reported that the Parish Council's response to the Pre-Submission Draft of the County Durham Local Plan had been approved unanimously by Full Council and thanked Cllr J Ashby for his work on this response.

Cllr J Ashby advised that he had received a final representation from Cllr G Holland over importance of the use of the words "Not Sound" in our objections the Pre-Submission Draft but other than this, the responses were ready to be submitted. It was agreed that the shared Parish Council Planning Committee e-mail account ought to be used to submit the response and that the Clerk's address be used as an interim address given the delay in the Parish Council acquiring an office space as yet. The Committee thanked Cllr J Ashby for his work and Cllr J Ashby advised that he would be sending the final responses to the Clerk for sending off.

10. Proposed new County HQ on the Sands.

The Clerk reported that he had received a response from the County Council Solicitor to the rebuttal letter and the report from Vectos transport planning

specialists to state that the County Council would not engage in further correspondence but that all matters in the letter would be discussed at the 5th March County Planning Committee where the proposed new HQ would be discussed. The Chair reminded everyone that the new HQ application would be coming to Committee on 5th March and that Cllr E Scott (Chair of Parish Council) would be representing the Parish Council in making the representation against the proposals. Cllr G Holland advised that anyone attending the meeting to make a representation must do so on policy alone rather than on their personal or emotional feeling towards the plan as the latter would not sway Committee Members either way. Cllr R Cornwell also reminded Members that the County Council had recently amended their Standing Orders so that any County Councillors not present for any part of the debate may not be able to vote on the application.

11. Dates of future meetings.

Cllr R Cornwell reported that the next meeting would take place on 15th March and it was agreed that this should start at the slightly later time of 15.00 hrs, as some Members may wish to attend the funeral of Cliff Ludman, the former secretary of the local Ramblers, who had been very active over two decades in protecting local rights of way. The next meeting thereafter would be on 29 March, starting at 14.00 as usual again.

The Clerk reported that both would need to be at Alington House again owing to the delay in acquiring an office for the Parish Council.

Cllr C Reeves offered her apologies for the meeting of the 15th March.

There being no further business, the Chair closed the meeting.

Signed,

Roger Cornwell

Chair of Planning Committee

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on Tuesday 15th January 2019 at 17:30 in Room 1, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors V Ashfield (Chair), E Ashby, S Cahill, J Elmer, M Ross, J Atkinson and R Ormerod.

Also present: Parish Clerk A Shanley and Dave Wafer, Strategic Traffic Manager at DCC.

1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees.

No apologies were received from Members

2. PRESENTATION FROM DAVE WAFER, STRATEGIC TRAFFIC MANAGER AT DCC

The Chair welcomed Mr Wafer and thanked him for attending the Environment Committee meeting. Mr Wafer began his presentation by illustrating the information relating to Air Quality in Durham on the Durham County Council website. Mr Wafer advised that a key priority for the County Council is to improve the Air Quality of the County and indeed new legislation from Central Government had been introduced recently to task local authorities to do this. Mr Wafer advised that the website illustrates areas of good air quality in green and areas of some concern in red. The areas which were measured were built up areas where people lived and worked.

Mr Wafer advised that though there were more vehicles on the roads, the data showed that air quality was improving as cars became more energy efficient.

A question was raised about the County's strategy on electronic vehicles and Mr Wafer advised that there were no quotas in place as to how many EV charging parking spaces the County Council had to have in place. He did advise that technology had moved so rapidly in this area that the EV charging points put in place a few years ago were already outdated.

Cllr V Ashfield asked what the situation was like for Market Place and Millennium Place as far as electric charging was concerned. Mr Wafer advised that Market Place already had electronic charging points. The issue was then raised that in market place the local ice cream van man and the health bus both operate from a diesel-run vehicle which wasn't required with the charging point available. Cllr V Ashfield advised that those using a diesel-run vehicle or generator should be encouraged or incentivised to use the electronic charging point.

Cllr J Elmer asked whether or not there was data on how effective the scheme SCOOT (Split Cycle Offset Optimisation Technique) has been for Durham. Mr Wafer

advised that he would seek the data from his colleagues and, if available, he would circulate this to Councillors via the Clerk.

Mr Wafer advised that his team took an Area-based approach to improve walking and cycling capacity for Durham residents, with the aim of taking vehicular traffic out of the City Centre wherever possible.

Mr Wafer provided the Committee with a list of ongoing works which his team were currently working on. These included things such as recent Traffic Management Changes, such as changes to the Leazes Bowl roundabout, the Gilesdgate roundabout, the installation of Pelwa Woods Cycle path, the refurbishment of Neville's Cross signals, Station Cycle Links, improvements to New Elvet bus stops, NCN14 Riverbanks, pedestrian improvements, work on Elvet Bridge, an upgrade to pay and display, introducing more hostile vehicle measures and the first stage of installing variable Carpark signs.

Mr Wafer also advised that his team were also working on some current and immediate proposals such as: improvements to the station underpass, which will take place next month, alterations to Dragonville link road, NCN improvements, the introduction of an additional park and ride site; supported by an ERDF funding application, the installation of New Inn traffic lights and footpath improvements to the City, improvements to the bus station and adding more relief roads to Durham.

Mr Wafer also advised that bollards had been installed in the City Centre for events as part of the Government's Counter-Terrorism strategy when big events such as Remembrance Day and Durham Lumiere were taking place. Cllr E Ashby asked whether or not Central Government funded this. Mr Wafer advised that the County Council had to pay for this.

The following questions (as submitted by residents) and answers followed Mr Wafer's presentation:

- **Given that the 'Domesticating the A167' project is based on local residents' unhappiness with the current speed limits and general traffic situation in the Neville's Cross area, hence the Working Party to address this issue:
Could Dave W talk to us about the most helpful way for the WP to engage with (which?) County Council officers about the elements of the project - e.g. any legislative constraints on signage, location and types of crossing facilities, road markings, the expense of flashing speed signs etc. Is there one team we should liaise with and if not, what is the most efficient way of progressing the project in conjunction with the various teams in Highways?
Would the County Council have problems with the entire project?**

Mr Wafer advised that the best person to speak to about this would be an Officer at DCC called Danny Harland.

The Committee expressed that they felt that more traffic calming measures should be in place and questioned why the speed limit had not been reduced to 30mph.

Mr Wafer advised that he felt the domesticating of the A167 was a worthwhile project.

- **There are rumours that the County Council already has plans for changing the pattern of lanes around Neville's Cross traffic lights and on over the railway bridge. Is this true?**

Mr Wafer advised that DCC had explored the potential benefits of carrying out such action had decided against doing this so no plans to do this now.

- **Are there any plans to address traffic issues around NX by the development of another Park and Ride facility on the A690, around the Stonebridge area? Also, for this and or other P&R sites is there any possibility of adjusting their hours of operation to service those who work later, e.g. on shift work, in the City?**

Mr Wafer advised that there were works to do this and these were ongoing. He would update the Committee through the Clerk as and where there were any updates.

- **Is it correct that one of the NX over bridges is due to be removed? Is there any potential for investigating more short stay parking in the area of the footbridge that has the Battle of Neville's Cross information boards? The PC hopes to bring forward a project to increase public awareness of this nationally important heritage site.**

Mr Wafer confirmed that there were no plans to remove this. There are no plans to increase car parking nearby.

- **Are there Highways reasons why the art work on the railway bridge at NX remains unfinished? Might it be possible to make traffic arrangements e.g. on a Sunday, to enable a community project to complete the bridge artwork?**

Mr Wafer was open to the idea of some painting happening there and was happy for the Parish Council to look into doing this but DCC would need to be informed. Mr Wafer advised that the utility to the bridge was damaged and DCC are looking to repair this next month.

- **Residents on Gilesgate Bank frequently complain about heavy traffic on the hill, causing air pollution, sound problems and movement to the houses. What can be done to minimise HGVs on this road and encourage them to use the A690?**

Cllr V Ashfield advised that she frequently receives complaints about this matter. Mr Wafer advised that there were repair works carried out on the road recently. Cllr V Ashfield requested that a "not advisable.." sign be erected in the area to deter large vehicles. Mr Wafer advised that such a sign already existed in this location and he would look to have an inspector check this out in the area.

Cllr M Ross asked whether a letter could be sent out to local businesses to advise them to avoid driving large HGVs in the area. Mr Wafer advised that he would firstly look to have an inspector come and look at the area and ascertain if there were significant problems with this.

- **What is the situation with the plans for Church Street?**

Mr Wafer advised that DCC were looking to carry out some modelling to improve the lights for pedestrians, but the designs were still in draft form.

Mr Wafer advised that one resolution to the issues for pedestrians may be to put a footpath through the Cemetery. Cllr V Ashfield advised that she felt the Vicar would be receptive to this idea and this may be a solution.

Cllr J Elmer asked if the University had contributed financially to this. Mr Wafer advised that they are doing.

Cllr E Ashby asked that an A5 pamphlet be created and sent to any students from abroad who are perhaps not used to the British transport system to ensure safety on roads. Mr Wafer advised that he felt that this should come from the University not from DCC.

Mr Wafer reminded everyone that there is an ongoing consultation on the Durham Local Plan. The next event taking place in our Parish would be Wednesday 13th February in the Town Hall.

Mr Wafer finished his presentation and the Chair thanked Mr Wafer for attending the meeting.

3. DECLERATIONS OF INTEREST

Cllr R Ormerod declared an interest in all matters relation to discussion about the A167 due to him living in close proximity to the road.

4. MINUTES OF THE LAST TWO MEETING

The Minutes of the previous meetings held on the 29th November 2018 were accepted as a true and accurate record.

The Minutes of the previous meetings held on the 13th December 2018 were accepted as a true and accurate record, subject to the word "reluctantly" being added to Item 7 relating to VA and EA agreeing to take the snow clearance forward as part of a working group.

5. PUBLIC PARTICIPATION

No members of the public were present and therefore there were no participations from the public.

6. ENVIRONMENT COMMITTEE PRIORITIES

- (i) Clean & Green – Cllr V Ashfield asked for an update on the business frontages project. Cllr J Atkinson reported that she would like a steer on what to do with this. Cllr J Elmer offered to work with Cllr J Atkinson on this project. Cllr J Elmer felt that there was an officer at DCC who may be able to assist with this.
Traffic / Air condition – The Chair felt that this was covered in Mr Wafer's presentation.

Snow clearance Grass cutting – The Chair advised that this ought to be left to the working group to discuss and to report back to Committee/ Full Council

- (i) Young people – Cllr V Ashfield and Cllr M Ross agreed to organise dates for meetings which could be held at local schools.
Cllr V Ashfield also asked about what was happening in respect of the skatepark. Cllr J Elmer advised that this had come by way of a young residents' request to Cllr L Brown to see if the Council could take a lead on getting a skatepark constructed. Cllr S Cahill offered to liaise with Cllr L Brown on this.
- (ii) A167 – Cllr E Ashby advised that a working group had yet to be setting up to look into this.
- (iii) Heritage signing – At present, nothing much happening with this with other priorities taking up a lot of time.

7. UPDATE ON ENVIRONMENT COMMITTEE BUDGET FOLLOWING FINANCE COMMITTEE MEETING OF 11TH JANUARY 2019.

Cllr V Ashfield and the Clerk provided a verbal update on the meeting of the 11th January where the indicative spend for 2019/20 was agreed by the Finance Committee.

Cllr V Ashfield advised that the budget for schools meetings had been moved to the Full Council budget, where the amount was already included. Cllr V Ashfield also advised that the £5,000 allocated to the University Theatre project had been removed and £2,000 had been added to priority 2B (item 4) - SU assistance on snow clearance and £3,500 to the A167 project

The Clerk reported that the budget for a potential event for Armed Forces Day had been moved to the Full Council budget.

The Clerk reminded Members that there is still £10,000 of this financial year's budget towards projects relating to identified priorities for the Environment Committee.

- At this point, Cllr J Atkinson left the meeting.

8. POCKET PARKS PLUS: SUPPORTING PARKS AND PUBLIC SPACES

Councillors were originally going to consider whether or not to make an application for such a park. However, it was agreed that with the application deadline being 25th January, that timescales were too tight to get this done. The Chair advised that she would like this to be considered next year if the scheme were still available.

9. AOB

No other business raised from Members.

10. DATES OF FUTURE MEETINGS.

The Chair advised that the next meetings of the Environment Committee would take place on the 12th February 2019 – 17:30 to 19:30 hrs and the 5th March 2019 - 17:30 to 19:30 hrs

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

Signed

Chair City of Durham Parish Council Environment Committee

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on Tuesday 12th February 2019 at 17:30 in Room S1, St. Leonard's School Sixth Form Block, Durham. DH1 4NG

Present:

Councillors V Ashfield (Chair), E Ashby, J Elmer, M Ross, J Atkinson and R Ormerod.

Also present: Parish Clerk A Shanley, 3 members of the public and Oliver Sherratt, DCC Head of Direct Services.

1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees. Apologies were received from Cllr S Cahill

2. PRESENTATION FROM OLIVER SHERRATT, DCC HEAD OF DIRECT SERVICES.

The Chair welcomed Mr Sherratt and thanked him for attending the Environment Committee meeting. Mr Sherratt firstly started by stating that he was no longer a Corporate Director of Neighbourhood Services at DCC but had changed roles to Head of Direct Services at Durham County Council.

Mr Sherratt began his presentation by discussing the success of Durham City in the Britain in Bloom competition. Mr Sherratt advised that this sits within his own team's responsibility and he was delighted that Durham won the gold award in the best city category. Mr Sherratt credited the success to a lot of partnership working within Durham to achieve this prestigious award. Further to this, Mr Sherratt advised that, not only had Durham City won in this category, but had also been invited back to take part in a champion of champions competition this year. Mr Sherratt advised that he, his team and other partners will be keen to continue this work. Mr Sherratt advised that he was also keen to work with the Parish Council on this and to hear our ideas further.

Mr Sherratt also advised that one of his current top priorities was to improve the appearance of Durham's towns and villages. Mr Sherratt advised that the County Council had consulted on ways in which to improve the quality of towns and villages. One of the initiatives which had arisen from the consultation was "Operation Spruce Up" – an initiative whereby Mr Sherratt's team went around the towns and villages of Durham, focused on one per month and really worked to vastly improve the quality of that area. Mr Sherratt advised that that too had won a national award from the "Keep Britain Tidy" campaign.

Mr Sherratt also discussed the large number of events happening in the City of Durham Parish soon, not least the Durham Lumiere, the Miner's Gala and the 5K run. Mr Sherratt advised that his team were doing their very best to facilitate these events and get cleared up after the events as soon as possible afterwards. One issue Mr Sherratt did remark on was the issue of recycling. Mr Sherratt advised that a

report on single-use plastic had been put before the Cabinet of DCC and they had approved this and hoped that others would take up the pledge to cut out single-use plastics.

Mr Sherratt advised that one of his key priorities was around future-proofing key services. Mr Sherratt advised that the Government had issued a Waste Strategy from 2023 and this could potentially mean that a separate food collection may become mandatory from 2023 which would have a big impact on services. Equally so would the introduction of deposit schemes.

Mr Sherratt also spoke about the issue of garden waste – a paid for service from users of garden waste bins – advising that DCC continued to pay for this to be composted. That said, Mr Sherratt also advised that DCC had just gained planning permission to introduce composting pods in Coxhoe to allow for a much more efficient method of composting garden waste in the County.

Mr Sherratt also advised that a big issue in the City of Durham Parish is the issue of trade waste. He advised that the use of several different private collectors of waste was not best practise and that he and his team were looking to see what could be done in the long-term to resolve this matter.

Neighbourhood protection, neighbourhood watch and the prevention of enviro-crime were also large parts of Mr Sherratt's team's remit. Mr Sherritt advised that fly tipping across the County had dropped by 8% in comparison with the same figures from last year. Mr Sherritt advised that what some Parish Councils have done is to hire their own wardens to try and further prevent the issue of fly tipping. He advised that this may be something which the Parish Council may wish to consider in future.

Mr Sherratt advised that he was also aware that the Parish Council had been in discussions with DCC about the transfer of the Allotments on Larches Road. He advised this sat within his team.

Mr Sherratt finished by saying that his remit is soon to be changing and he will shortly be losing "building control" from his remit and would instead have "environment and design" as part of his new remit.

The Chair asked Members if they had any queries for Mr Sherratt. Cllr Ormerod asked whether or not the garden waste collection – a paid for service by residents – generated a profit. Mr Sherratt advised that this year it may be the case that this just about broke even on costs, however previously this was not the case and this therefore had to be a subsidised service.

Cllr Elmer touched on the forthcoming meeting between reps of the Parish Council and Jimmy Bennett and his "Clean and Green" team. He asked how the Parish Council could best add to services already provided. Mr Sherratt advised that he would be happy to support the Parish Council on this and that this needed to be a Parish-led project.

Cllr E Ashby advised that she was pleased that the Environment brief was moving to Mr Sherratt's team and not sitting within planning. She asked whether there would be a possibility of introducing green walls in Durham. Mr Sherratt advised that this

was something which had been looked at however concerns were raised at the time regarding the maintenance of these sorts of walls but that he was aware of other areas which did do this sort of thing. A member of the public advised that the M&S store in Newcastle had this exact same thing.

Cllr E Ashby also asked whether there was any possibility of expanding Britain in Bloom to outside areas such as Neville's Cross. Mr Sherratt advised that this could potentially be possible county-wide. As an example, Chester-le-Street had recently won in their category of Britain in Bloom.

Cllr Elmer remarked that he felt that DCC ought to explore introducing wildflower meadows, which require less maintenance and stay beautiful for longer.

The Clerk asked whether there was anyone at DCC who may have data on how many HMOs existing within the City of Durham Parish. Mr Sherratt provided the name of an officer to speak to about this as a starting point.

The Chair requested whether green walls were something which could be done retrospectively. Mr Sherratt advised that this was certainly possible.

The Chair also asked if the logo (when finally agreed) of the Parish Council could also be represented by flowers on green land in the Parish. Mr Sherratt advised that this is possible and he felt this was a good idea.

Cllr Elmer asked about the food collection and whether any of the food collection could be used for digestion and energy production. Mr Sherratt advised that this may be the case, however if this proved too expensive, subsidies would be required from Central Government.

3. DECLERATIONS OF INTEREST

Cllr R Ormerod declared an interest in all matters relating to discussion about the A167 due to him living in close proximity to the road.

4. MINUTES OF THE LAST TWO MEETING

The Minutes of the previous meetings held on the 15th January 2019 were accepted as a true and accurate record, subject to "diesel-run generator" being changed to "diesel-run vehicle" in item 2 of the Minutes and - under the same item - the phrase "...using a diesel-run generator" be amended to state "...using a diesel-run vehicle or generator".

5. PUBLIC PARTICIPATION

Two members of the St. Leonard's School Council attended the meeting and asked if the Council could consider a bike trail or a dog trail in Whorton Park and, as part of Britain in Bloom, whether a flower trail could also be introduced into the park.

One of the representatives also advised that the School Council had explored whether an ice rink could be possible in the park so the park is used all year round and not just in the summer. Parish Council Members advised that a temporary

skating rink had been done previously and had again been explored recently, however the cost implications meant that this idea did not go any further.

Another representative of the School Council also asked about the provision of playing fields and how the two new developments of New College and Aykley Heads would mean that there would be a substantial reduction in provision of fields for sports and leisure use. There was some concern from a member of the public that 80% of the land used for school recreation would be lost due to the Aykley Heads development. Mr Sherratt advised that he would ask someone from planning to contact the school directly about this. Cllr E Ashby felt that there may have been provision within legislation that the developer would need to provide alternative facilities for sports and leisure activity.

The Chair asked school Council reps what they thought about the introduction of a skate park in Whorton Park. They advised that they were aware of alternative provisions for this in other areas and expressed concern that skate parks may bring anti-social behaviour.

6. YOUTH PROJECTS

- (i) The Chair advised that she and Cllr M Ross were taking the proposed skate park idea forward and would report back to Committee.
- (ii) On volunteering project, Cllr E Ashby advised that she had an update on snow clearance for later in the Agenda.

7. ENVIRONMENT COMMITTEE PRIORITIES

- (ii) Clean & Green – Cllr V Ashfield asked for an update on the business frontages project. Cllr J Atkinson reported that she had received contact details of a DCC Officer from Cllr Elmer and would be taking this issue forward.
Traffic / Air condition – The Chair felt that the issue of the 181 and heavy vehicles rerouting to A190 needed to be looked at and she would take this forward.
Cllr J Elmer also advised that he was disappointed by the response by DCC as to the query raised at the last Environment Committee meeting in relation to air quality and traffic flows and had requested whether or not SCOOT had improved congestion. Cllr J Elmer also advised that he had received a copy of an FOI request response on this very matter and had found this vague and had had it reported that aspects of the queries wouldn't be looked at as it would result in workload over that of 18 hours. Cllr Elmer expressed concern that the data as to the outcomes of SCOOT were being withheld and that DCC ought to take an evidence-based approach.
Cllr E Ashby advised that it may not be worth pursuing the same line of inquiry again as it was clear the information requested was not forthcoming.

Cllr V Ashfield advised that DCC ought to have the data to hand in order to access the success or otherwise of the SCOOT initiative.

Cllr R Ormerod advised that he had received feedback from residents that they felt this had improved traffic flows, however felt that this needed to be backed up by the science as well as the perception.

- (iii) A167 – Cllr E Ashby advised that a working group had yet to be setting up to look into this, however that she hoped at least 3 would join this from local residents' groups.

8. CITY SCENE TEAM UPDATE.

Cllr E Ashby felt that the name "City Scene Team" ought to be adopted as the working groups official name. All members were in agreement with this.

As part of preparations for the meeting with Jimmy Bennett and Andre from the Clean and Green team at DCC, Member deliberated over what they would like to see come out of the meeting. The Clerk advised that he would like Jimmy and his team to provide a steer on where the Parish Council could add value to existing services already provided by Jimmy's team at DCC. Councillors agreed a list of tasks they'd like any new contracted out service to carry out to enhance the area. There was some discussion on allotments and the Clerk advised that it was highly unlikely that the Parish Council would want to carry this out as the current site on Larches Road is maintained on a self-managed basis.

9. ENVIRONMENTAL AND SUSTAINABILITY POLICY

Councillors unanimously agreed to recommend the proposed Environmental and sustainability policy to the Full Council for this to be formally adopted.

Cllr E Ashby made the point that she felt that all communications from the Parish Council should also include some green/environmental accreditation.

10. AOB

Cllr Elmer advised that he had been made aware of a climate emergency motion to become carbon neutral within 12 years had been put forward for the next Full County Council meeting. He advised that he would ask for this to be on the Agenda for the next Environment Committee meeting.

11. DATES OF FUTURE MEETINGS.

The Chair advised that the next meeting of the Environment Committee would take place on the 5th March 2019 - 17:30 to 19:30 hrs

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

Signed

Chair City of Durham Parish Council Environment Committee

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 5th March 2019 at 17:30 in Room 2, Alington house, 4 North Bailey, Durham, DH1 3ET.

Present:

Councillors V Ashfield (Chair), E Ashby, J Elmer, M Ross and S Cahill.

Also present: Parish Clerk A Shanley

1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees. Apologies were received from Cllrs J Atkinson and R Ormerod

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr S Cahill declared an interest in Item 5 on the Agenda, owing to his employment at Durham Students Union.

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 12TH FEBRUARY 2019.

The Minutes of the meeting held on 12th February 2019 were unanimously agreed as a true and accurate record of proceedings.

As a matter arising from the Minutes, Cllr J Elmer raised the point that the County Council had not intended to compensate St Leonard's school for the loss of the playing fields. Cllr V Ashfield advised that under the proposed re-development of Aykley Heads, the adjacent field currently used by the school was not being altered and the other fields are used by the school on a grace and favour basis with the landowner and therefore there is no obligation to compensate for the loss of this.

Cllr E Ashby advised that plans Sniperley development did have provision for greenspace and perhaps this was something the school may wish to look into for future use.

Cllr E Ashby requested that the Clerk also paginate the Minutes going forward for ease of reference. The Clerk confirmed he was happy to do this.

Cllr E Ashby also raised the matter of the green accreditation for the Parish Council as discussed under the Full Council's adoption of its Environmental and Sustainability policy. Cllr Ashby advised that she was aware of an organisation which does promote green tourism and she felt it would be a good idea if the Parish Council could perhaps seek some accreditation from this organisation.

Cllr J Elmer also made the point that he was aware of a trade-based accreditation for Fair Trade and advised that he felt it was a shame that Durham had lost its Fair Trade City accreditation and he felt that the Parish Council ought to look to get this reinstated. Cllr E Ashby asked that this also be done in consultation with the Durham BID team. This was agreed.

4. PUBLIC PARTICIPATION.

No representations received from members of the public.

5. MEETING WITH UNIVERSITY RE: SNOW CLEARANCE VOLUNTARY PROJECT

Cllr E Ashby updated the Committee following a meeting she had had with Charlie Walker, the Opportunities Officer at the Durham Students Union on 14th February.

Cllr E Ashby advised that the purpose of the meeting was to discuss the possibility of a joint student volunteer / Parish Council project to support members of local communities in need of assistance for example when it snows.

Cllr E Ashby explained that the idea of the project had come from receiving feedback from two parishioners who have problems whenever it snows and are left isolated in their homes as a result. Cllr Ashby explained that the aims of the project were to build neighbourhood cohesion, to combat social isolation, to provide support for those needing assistance in path clearance as an example and also to offer opportunities for students' personal development.

Cllr E Ashby advised that the Student Union did have insurance for the work to be carried out by their students and they would have a central services manager who would co-ordinate the work. Cllr E Ashby advised that what they were currently looking into is whether the Student Union's Public Liability Insurance also covered if a member of the public slipped and hurt themselves once the students had cleared the paths etc.

Cllr S Cahill advised that he felt there were a large number of students wanting to do good work for the community and Cllr E Ashby advised that the meeting with Charlie had been an extremely positive and productive one.

Cllr J Elmer asked how the University intended on identifying those residents who were particularly vulnerable at times when it is snowing. Cllr E Ashby responded saying that the residents' groups ought to be contacted to give a steer to DSU organiser on this in line with data protection legislation.

The Clerk advised that in a meeting with DCC's Clean and Green team, the Officers had advised Members that priority 2 and priority 3 areas needed to be cleared and gritted in times of bad weather – those being bus shelters and bus stops as well as bungalows and residential areas with steep access points. These might be the basis for planning the project.

The Clerk summarised the project by stating that the Parish Council would provide the SU with the equipment to carry out these works, the SU Central Services Manager would co-ordinate the work and a group of volunteer students would carry out the work.

Cllr E Ashby said that she wasn't sure about the matter of 'gifting' the equipment to the SU. Cllr S Cahill advised that this ought to be gifted for insurance purposes.

Cllr V Ashfield asked if a follow-up meeting could be arranged with Charlie to discuss further. Cllr E Ashby advised that she would arrange this in conjunction with the Clerk.

6. MEETING WITH DCC CLEAN AND GREEN TEAM

The Clerk reported that he, Cllr J Elmer and Cllr E Ashby had had a meeting with Jimmy Bennett and Andrew Jackson from the Clean and Green team at Durham County Council and felt that this had been extremely productive.

The Clerk advised that the purpose of the meeting was to identify what tasks the Parish Council could carry out to add value to the service already provided by the County Council Clean and Green team.

During the course of the meeting, the Clerk advised that the following tasks had been identified and the Committee considered these one by one: (Items in bold were agreed)

- Provision of bike racks/ flower tubs in Fowler's Yard (back of Market Hall) – the Committee decided to investigate this further as there was some question over the ownership of the land.
- **Employing (contracted) an Environmental Enforcement Officer who could issue fines to individuals and businesses and has statutory powers to make businesses clear litter – the Committee agreed to take this forward as a proposal for 2 half days (8 hours) per month and discuss the SLA with the County Officer in charge of this. There was a feeling that the cost provided for 9 hours per week was too expensive for the Parish Council at present.**
- Grass cutting of Gilesgate Bank – the Committee decided not to proceed with this **due to the** high cost of compliance with the health and safety aspect of carrying this out.
- **Grass cutting of area opposite Walkergate – the Committee agreed to take this forward as a proposal.**
- **The riverbanks from The Racecourse upstream to The Sands. Popular with locals and visitors, especially the peninsula. The immediate surrounds are not cut, invasive weed becomes established and debris accumulated in the river to the sides – the Committee decided to look into this further. Cllr J Elmer advised that he felt that no cutting back should take place and the Council should instead be looking at natural planting.**
- Crossgate Peth - the tree area on one side and the overgrown area opposite, needs attention – the Committee decided not to take this forward until questions over land ownership were clarified.
- **Snow clearance and gritting of Priority 2 areas and Priority 3 areas – the Committee was already looking to progress this through the snow clearing project with the Students Union.**
- **Need to clean North Road and Claypath every two weeks. The Committee agreed to take this forward as a proposal. Also investigate shared cost of phased surface treatment of North Road and Claypath to assist ongoing gum removal.**

- **Need to tidy up land at Highgate (owned by DCC) and potentially turn into sensory garden/park - the Committee agreed to take this forward as a proposal.**
- **Member of City Scene staff for 15 hours per month – litter picking on road sides and washing street signs - the Committee agreed to take this forward as a proposal and Cllr E Ashby emphasised that this should also include street signs as well as highways signs.**
- **Finance flower towers for Durham in Bloom, street weed control and sustainable planting down Walkergate – Cllr E Ashby expressed a preference for the provision of temporary floral panels in Millennium place and advised that the decision on whether to become a partner with Durham in Bloom ought to go to Full Council.**
- **Provision of temporary screening for empty shops – the Committee agreed to take this forward as a proposal and Cllr E Ashby offered to set up a meeting between the Clerk and Durham BID representatives.**

7. CLIMATE EMERGENCY RESOLUTION.

Cllr J Elmer presented a report on the climate emergency resolution which he'd like the Full Council to adopt. The proposal being that the Council commits to becoming a carbon-neutral organisation by 2030, creating a carbon audit and roadmap for achieving this aim by the end of 2019.

Cllr V Ashfield advised that she felt that the section relating to "our place in reducing CO2 emissions" in the report covered what was needed for an organisation like the Parish Council, in addition to the proposal to become carbon neutral, for environmental implications to be included in all officer reports and the proposal to seek ways to facilitate and encourage the community in reducing direct and indirect CO2 emissions and to become resilient to changes caused by the changing climate.

Cllr J Elmer emphasized he would like Environmental considerations to be part of all Council reports going forward. The Clerk advised that he would be happy to do this and the Committee felt that a set statement ought to be agreed where the impact of Council activities on the Environment was seen to be negligible.

The Committee also agreed to amend the proposal so that the carbon audit and the roadmap for achieving the aims of the resolution be extended to the end of 2020 rather than 2019.

Cllr V Ashfield agreed to put a report together on this to go to Full Council.

8. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES

(i) Involving young people

Cllr M Ross provided an update to the Committee to state that she had a meeting with the sixth form college about the work of the Parish Council who saw links between their politics and law classes with the work of the Parish Council. Likewise, Cllr M Ross advised that Durham Johnston school had also identified the links between these subject areas and the work of the Parish Council and Cllr M Ross

found the Headteacher of the school to be extremely enthusiastic about involving the Parish Council.

Cllr M Ross advised that she and Cllr V Ashfield had also met with the School Council (ages 11-17) of St Leonard's school who had come up with some really great ideas. Cllr V Ashfield advised that School Council had surveyed school pupils and the feedback on the idea of a skatepark at Whorton park was that they would not like this and felt that this would bring anti-social behaviour to that area, which is a multi-use park.

Cllr M Ross also advised that transport had been a really big issue with pupils advising that they found bus transport very expensive.

Cllr V Ashfield reminded the Committee that the next Full Parish Council meeting would be taking place at St Leonard's school and it is hoped that pupils would get involved with this work.

ii) Business frontages

Cllr E Ashby presented a report to the Committee in Cllr J Atkinson's absence. Cllr E Ashby advised that she had recently met with Cllr J Atkinson to begin to draw together a proposal for a possible City Frontage Improvement award. Cllr E Ashby advised that this would run during the summer months with the aim of promoting the city centre as a welcoming and attractive place to live and visit.

Cllr E Ashby advised that the aims for the project were to identify and reward city centre premises between the Viaduct and Gilesgate including the Peninsula and Elvet that can evidence either improvement in the cleanliness and healthiness of their frontage, an addition to the cultural offer of their frontage and/or an improvement in the environmental attractiveness of their frontage.

Councillors deliberated over the criteria each shop frontage could be judged by and it was agreed that this ought to be for commercial premises only and should all be about the cleanliness and the welcoming feel of the shop frontage.

Cllr E Ashby also felt that there ought to be an international aspect for these awards too.

The Clerk advised that some large chains may not be eligible for this as he was aware that some national chains had strict guidelines on what they could do with their shop frontages.

Cllr M Ross advised that she felt that something ought to be done to promote Easter given Durham's historical links.

The Committee agreed that the award should not just be for appearance of short duration but for all year round.

Cllr E Ashby offered to take this work forward with Cllr Atkinson and the Clerk also expressed a desire to discuss this at the potential future meeting with the Durham BID team.

iii) A167

Cllr E Ashby advised that there were no further updates on this matter.

10. DATE OF NEXT MEETING.

The Chair advised that the next meeting of the Environment Committee would take place on the 19th March 2019 - 17:30 to 19:30 hrs and the following meeting on 16th April (same time and place).

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

Signed

Chair City of Durham Parish Council Environment Committee.

Environment Committee recommendation – Durham in Bloom 2019.

The Environment Committee has been working with Andrew Jackson, DCC Officer on its Clean and Green priorities. Andrew has had meetings with Environment Committee Members and has proposed the possibility of the Parish Council sponsoring a high-profile floral feature in the city centre. Andrew has suggested that the Parish Council consider the Bishops Mitre 3-Dimensional Floral Display (image below) which will be located in the Market Place. This can be sponsored for £2,500 and the Parish Council would be prominently identified as the sponsor (information board immediately adjacent to the feature) and also on publicity generally associated with the Durham in Bloom campaigns such as the lamp post banners, promotional leaflets, floral and heritage trail brochures etc.

At its last meeting, the Environment Committee agreed to draw down from its £10,000 budget from the financial year 2018/19 to fund the Bishops Mitre 3-Dimensional Floral Display.



DECISION REQUIRED

Councillors are asked to agree to the Environment Committee recommendation that the Parish Council finances the Bishops Mitre 3-Dimensional Floral Display for Durham in Bloom 2019 at a cost of £2,500.

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Licensing Committee held on Friday 22nd February 2019 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors L Brown, D Freeman, E Ashby and R Cornwell

Also present A Shanley and two members of the public (Mr Lee Smurthwaite (applicant for former Walkabout application) and Tim Robson (attended as Licensing consultant to Mr Smurthwaite).

Cllr L Brown in the Chair

1. APOLOGIES FOR ABSENCE

None received.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 8th FEBRUARY 2019

The Minutes of the meeting held on 8th February were agreed unanimously as a true and accurate record of proceedings.

4. PUBLIC PARTICIPATION

Mr Lee Smurthwaite and Mr Tim Robson both attended the meeting to discuss the Northumberland Taverns Ltd application for the former Walkabout on North Road. Mr Smurthwaite's company Northumberland Taverns Ltd being the applicant.

Mr Smurthwaite advised that his plans looked to double the capacity to that currently possible in the Loft. He advised that the front of the building would be used as a pub for 52 weeks of the year and the back would be used as a nightclub for 27 weeks of the year (during term times for the University to cater primarily for the student market). Cllr R Cornwell asked whether this was all illustrated in the operating schedule. Mr Smurthwaite confirmed that it did, the two areas being separated by an electronic roller door to shut the back off when not in use.

Cllr E Ashby asked whether the back of the premises would be used for private functions outside of the University term times. Mr Smurthwaite advised that he did not foresee this happening, however he felt it would set a dangerous precedent to apply such a restriction on any premises. He also advised that there was no external door to the rear of the property and therefore there could be no incident of noise breaking out

which could have a negative impact on nearby residents. Furthermore, Mr Smurthwaite advised that, in making this particular application, he had been through extensive consultation with the police and fire authorities who had amended the original application and set conditions he was happy to accept. Mr Smurthwaite asked for the Committee to consider his record of running premises similar to this one in Durham without any incidents.

Mr Smurthwaite advised that, as part of the operating schedule, he would also have 12 door supervisors (DCC policy being that 9 door supervisors be in place for such a premise), 30% of whom will be female supervisors to ensure that female clients aren't made to feel uncomfortable should a supervisor need to attend the female lavatories.

Mr Smurthwaite also advised that his supervisors would undergo training by Mr Robson who delivers this training professionally as a former police officer. Mr Smurthwaite advised that there would be a two stage ID process when attending his premises – once at the entrance and the second time when attempting to purchase alcohol. Mr Smurthwaite advised that 90% of students used a driving license as ID, 10% used their passports.

Cllr Cornwell advised that he was slightly concerned that an application may be granted with flexibility for a potential future owner of the premise to act in a less responsible manner. Cllr L Brown advised that the Parish Council Licensing Committee could only comment on the application as it is in front of them and not based on any potential successor of the premises. Cllr L Brown also felt that this may form part of the Parish Council's response to the ongoing Licensing Statement Consultation (running until May 2019), in that when a premise changes ownership, it may be a good idea for a licensing review to take place.

Cllr L Brown asked Mr Smurthwaite if he was part of the "Get People Home Safe" scheme. Mr Smurthwaite advised that he has previously paid and would pay for a taxi for any of his clients who became incapacitated due to excessive alcohol consumption to ensure they got home safely.

Cllr R Cornwell asked what restrictions were in place to ensure that none of the clients of this new premises ever got into such a condition. Mr Smurthwaite advised that none of his staff would serve a client who found themselves in a bad state due to excessive alcohol consumption. Mr Smurthwaite advised that it was his experience that a lot of the issues around excessive consumption took place in the home where students were pre-drinking and the impacts of this weren't felt until later in the evening. Mr Smurthwaite advised that he could have no control over pre-drinking taking place in homes before arriving at his premises.

Cllr E Ashby and Cllr R Cornwell asked whether Mr Smurthwaite would require a planning application for the signage outside the building. Mr Smurthwaite advised that he did not believe this would be necessary but he would double check this.

Mr Robson also took a copy of the Clerk's contact details and advised that he would send the Committee a copy of the operating schedule and further information so that the Parish Council could make an informed decision on the application.

Mr Surthwaite finished his remarks by highlighting to the Committee that he would be bringing a derelict building back into use on North Road which could only be a good thing for the evening economy of Durham.

The Chair thanked both Mr Smurthwaite and Mr Robson for attending the meeting. Both Mr Smurthwaite and Mr Robson left the meeting.

5. TO DISCUSS THE FOLLOWING LICENSE APPLICATIONS

Blue eyes application – the Committee **resolved** to note the application without objection.

Former Walkabout application – the Committee resolved to defer their decision on this application until they received the requested details from Mr Robson, this could then be discussed at the next Parish Council Licensing Committee meeting; the deadline for any representations being 21st March.

Service Station Stonebridge application - the Committee **resolved** to note the application without objection.

6. DCC STATEMENT OF LICENSING POLICY – CONSULTATION 2019

The Clerk reminded Members at the last meeting that the following representations had been put forward by Cllr R Cornwell:

- that para. 3.3 ought to be amended to ensure that planning and licensing applications should align and not contradict one another.
- that “minimum unit price” on alcohol ought to be defined in the Statement to avoid any potential loopholes if ever challenged.
- that the Parish Council may wish to specify that they would like the County Council to consider introducing a late-night levy on Town Centre premises.

The Clerk also reminded the Committee that they had also expressed a preference for a cut off of operating hours on premises serving alcohol at 2am rather than 4am.

The Clerk also confirmed that he had written to Steve Ragg at CDALC to ask if the Association could lobby DCC to create a licensing online portal so that Members and the public could view applications in the same way that they can with planning. The Clerk advised that Mr Ragg had made the necessary representations to DCC and they were awaiting a formal response to this.

Cllr L Brown asked the Committee to consider responding to the consultation with a request that a license review take place each time a premise changes ownership.

The Clerk also advised that the Parish Council may request to know whether an applicant has a record of running premises in a manner which went against the licensing objectives.

Cllr E Ashby felt that the term “student” ought to be defined in the Statement as Cllr R Cornwell had earlier made the point that not all students are 18 or over. Cllr E Ashby also felt that the University ought to be a statutory consultee on licensing applications.

Cllr R Cornwell advised that he felt applicants ought to be asked to redact their own applications to cut down on DCC Licensing Officers time and make it easier for the details of any application to be made public.

Cllr R Cornwell also advised that he felt that a register of all licensed premises ought to be made available so that Licensing Committees could make an informed decision as to how many licensed premises were operating within a particular vicinity.

The Clerk also advised that the Committee may wish to request information from the police as to when tens or a warning was issued to a licensed premise. The Committee agreed with this suggestion and the Clerk advised that he would write to the police on this.

The Chair asked Cllr E Ashby to formulate a draft response to the consultation and to circulate this to Members for their comments. Cllr E Ashby agreed to do this.

Cllr L Brown thanked Members for their attendance and closed the meeting.

Signed

Chair of City of Durham Licensing Committee

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Licensing Committee held on Friday 8th March 2019 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors L Brown, A Doig, D Freeman, E Ashby and R Cornwell

Also present: A Shanley and Mr Brendan McKeon

Cllr L Brown in the Chair

2. APOLOGIES FOR ABSENCE

None received.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 22nd FEBRUARY 2019

The Minutes of the meeting held on 22nd February were agreed unanimously as a true and accurate record of proceedings.

4. PUBLIC PARTICIPATION

Mr Brendan McKeon attended the meeting to raise an objection about the Former Walkabout licensing application.

Mr McKeon advised that this was the first major late-night licensing application for the Parish Council since its formation. Mr McKeon wished to raise an objection to this application and advised that he felt that the granting of this application would represent a public nuisance. In particular, Mr McKeon felt that the noise coming from students travelling up and down Neville's street to attend the premises would have a detrimental impact on local residents – many of whom are students themselves. Mr McKeon advised that he had also raised this at the Tuesday evening's meeting of the Crossgate Community Partnership.

Mr McKeon advised that his experience is that groups of between 20-30 students at any one time walk to the existing premises and the impact on residents caused by noise would represent a public nuisance. Mr McKeon advised that the noise had got so bad near his property that he had on occasion taken to sleeping in his bathroom to avoid the noise.

Mr McKeon advised that he would be looking to petition local residents on this application to see how they felt about this and Cllr V Ashfield had offered to assist him.

The Chair thanked Mr McKeon for making the Committee aware of his views on the application and the Clerk advised that he would minute the representation to the Parish Council as an objection.

Mr McKeon thanked the Committee for their time and left the meeting.

5. TO DISCUSS THE FOLLOWING LICENSE APPLICATIONS

Former Walkabout application – The meeting noted that the documentation provided by the representative of the applicant had not included the requested operating schedule. It was therefore agreed that Members would seek a meeting at Annand House to be able to view this. The Committee resolved to submit an objection to the application on the grounds of this being contrary to the licensing objective of preventing public nuisance. It was felt that the noise late at night caused by patrons of the premise would have a detrimental impact on local residents.

Cllr A Doig also advised that he felt that, given the scale and size of the proposed premises, the application should also include details of other premises of a similar size and nature which the Ltd company (the Applicant) has had experience of running.

6. DCC STATEMENT OF LICENSING POLICY – CONSULTATION 2019

The Clerk reminded Members that the following representations had been put forward as suggested comments to the DCC Statement of Licensing Policy consultation:

- that para. 3.3 ought to be amended to ensure that planning and licensing applications should align and not contradict one another.
- that "minimum unit price" on alcohol ought to be defined in the Statement to avoid any potential loopholes if ever challenged.
- that the Parish Council may wish to specify that they would like the County Council to consider introducing a late-night levy on Town Centre premises.
- that Councillors had also expressed a preference for a cut off of operating hours on premises serving alcohol at 2am rather than 4am.
- that a license review take place each time a premise changes ownership.
- that the Parish Council may request to know whether an applicant has a record of running premises in a manner which went against the licensing objectives
- that the term "student" ought to be defined in the Statement.
- that applicants be made to redact their own applications to cut down on DCC Licensing Officers time and make it easier for the details of any application to be made public.
- that a register of all licensed premises operating between 12am – 6am ought to be made available so that Licensing Committees could make an informed decision as to how many licensed premises were operating within a particular vicinity.

The Clerk also reminded Members that he had written to Steve Ragg at CDALC to ask if the Association could lobby DCC to create a licensing online portal so that Members and the public could view applications in the same way that they can with planning.

The Clerk advised that Mr Ragg had made the necessary representations to DCC who had responded to this to state that at present this was not possible.

Cllr E Ashby advised that she had reviewed the Licensing Act against the current DCC Statement of Licensing Policy and felt that the Policy should also include a cumulative impact policy to better understand the wider effect of Licensed premises in the area.

Cllr E Ashby also advised that other areas operate "local alcohol action areas", which work with local areas to help to reduce crime and anti-social behaviour as well as provide information on the health implications of alcohol consumption; helping to create diverse and vibrant lifetime economies. Cllr E Ashby advised that this may be something for Durham to consider. Cllr L Brown did remark that the Public Space Protection Order currently in place in Durham is coming to an end in October of this year. The Committee felt that this ought to be reintroduced and it was **agreed** that Cllr L Brown would submit a motion to Full Council in March to ask for the Council to request the reintroduction on the Public Space Protection Order.

The Committee also considered whether it would be possible to have some influence over alcohol advertising; in so much that the advertising of cheap, multi-purchase alcohol deals ought to be monitored and controlled.

It was **agreed** that the draft response to the consultation should go forward to the April Full Council meeting for formal agreement.

The Clerk advised that he would look to invite a member of the police force to the next Parish Council Licensing Committee meeting to discuss the issue of TENs.

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

Signed

Chair of City of Durham Licensing Committee

ITEM 10: Motion proposed for the Parish Council meeting on 28th February, from Cllr V Ashfield & Cllr E Ashby

The City of Durham Parish Council welcomes DCC's consultation on ideas for the new Bus Station and has agreed the following suggestions:

- 1. We wish to commend the proposals and support strongly in principle the County Council's plans to improve the existing bus station.** We are as one with the County Council on the priorities for sustainable transport in Durham City, namely:
 - to reduce the need for travel and in particular car travel;
 - to fully integrate public transport services;
 - to make transport healthier and safer for all;
 - to reduce particulate and greenhouse gas emissions and damage to the natural environment;
 - to make our streets pleasant places to be and strengthen our community.

We approve the prospect of bringing local services, e.g. police and neighbourhood services, into the building, making it safer and more usable "round the clock". We are very pleased that this scheme no longer threatens the roundabout at the top of North Road which is such an attractive green space, with mature trees.

- 2. We request that DCC consider the following additional points in planning for the Bus Station:**

- More female toilets than male toilets;
- A "family space", separate from toilets where mothers can feed and change babies and allow toddlers to circulate in a relaxed and healthy atmosphere;
- In the absence of a café, the concourse should include "standing tables" for travellers to rest cups of coffee while also juggling bags, cases and often young children
- It should offer a stunning new façade: significantly different, more modern, more see-through at ground level.
- Better visibility to the right of the driver on exit, so that pedestrians can see that a bus is approaching and flashing lights to indicate to pedestrians an approaching bus.
- Enhance the whole concept of the bus station to move to one of a "travel centre / transport hub" to include a regular minibus service to the castle, cathedral, rail station and Wharton Park as part of an integrated circular City route.
- Expand into the former NEEB office building to absorb this area into the travel centre making it possible to provide all services via the bus station instead of some being in North Road.

3. **These suggestions would provide the security of future proofing the transport hub**, offering prospects of increasing the volume, frequency, convenience and reach of bus services would be a very important bonus. However we offer some further suggestions:

- It only needs one bus to miss its designated arrival slot for the integration of arrivals and departures to unravel. Buses draw up wherever there is a space, maybe at the far end of the concourse, leaving passengers dashing hither and thither hunting for their queued-for service. It is already possible to track on a phone app exactly where individual Arriva buses are on their route. There needs to be equally sophisticated, rapidly updating electronic information *inside* the bus station.
- Bus arrivals and departures are erratic a lot of the time, not just at peak periods when traffic problems are understandable. Only when services are more dependable will travellers other than the elderly and parents with buggies and small children be tempted to use buses regularly.
- If a bus can't for any reason depart from its slot the subsequent arrival has nowhere to go - there isn't a temporary undesignated slot for emergency use by that service.

If more space is impossible then use of the current space needs redesigning.

- In the event of any problem or delay the electronic information system needs to let waiting passengers know what is happening thereby reducing uncertainty and stress.
- There is no easily identifiable person to answer service queries - 'there's no one you can ask' is a common complaint. Some queries need a personal response.
- If the current poor level of service continues passengers whose own cars are temporarily unavailable will never be tempted to convert to using public transport longer term.

Most of the points above might be dismissed as the responsibility of the operators but we believe that the layout of external space and design of internal public areas together with state-of-the-art information services are essential to the success of any rebuild.

Finally, whilst the bus station lies at the centre of the network and has to work well its satellites - the bus stops around and outside the city - also need care and updating if £8m bus station investment is to be justified. The greatest advert for the car is a 15minutes wait in the dark at a rural bus stop in the wind and pouring rain.

4. **We welcome the upgrading to this part of North Road:** it is the entrance point to Durham for people arriving by train or by bus and provides a stunning view of the Cathedral at the south- eastern end. The regeneration of North Road is strongly supported as a vital part of Durham City's retail, heritage and tourism offer and the bus station is an integral part of its regeneration. For this reason, we request that to make maximum benefit from this, **that the renewal of the**

whole of North Road should be planned concurrently with plans for the transport hub, even if the execution of the extended area comes as a second stage. There are several buildings of considerable architectural and historic quality and interest, which are lost in the general conglomeration of 1960s inserts. The potential for North Road is considerable through retention of the valuable and renewal of the unattractive.

We therefore urge positive consideration of the following:

- pedestrian space and safety should be maximised in North Road;
- the post-war buildings should be refaced/replaced through redevelopment proposals;
- the introduction of some non-retail attractions.
- the creation of an arts/cultural centre with workshops and enterprise incubator spaces with an interactive visitor space with entertainment/ education space for children and engagement opportunities for adults. The original Miners' Hall and adjacent building (the former cinema) are ideal for these purposes.

DECISION REQUIRED	Councillors are asked to submit the following as the Parish Council's response to DCC's preliminary outline proposals for the bus station.
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ITEM 11: MOTION TO CONGRATULATE DURHAM WOMEN FC

The following motion has been put forward by Cllr Richard Ormerod in relation to Durham Women FC reaching the quarter finals of the Women's FA Cup this year:

MOTION

"The City of Durham Parish Council warmly congratulates Durham Women FC on reaching the quarter finals of the Women's FA Cup this year. This council declares its support for the team and thanks them for their outstanding work in promoting football in our city."

DECISIONS REQUIRED	<ol style="list-style-type: none">1) Councillors are asked to formally agree the motion.2) Councillors are also asked to consider a proposal that the City of Durham Parish Council hosts a civic reception with the Durham Women FC to further congratulate the team on their success.
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ITEM 13: Notice of Review of Polling Districts and Polling Places

The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

The Electoral Registration & Administration Act 2013

The above regulations require Durham County Council to carry out a complete review of its Polling Districts and Polling Places. The next review must be completed by 31 January, 2020.

We are looking for feedback on any aspect of polling districts and/or polling places currently used and invite representation and comments from interested persons.

DCC are inviting our comments and suggestions on:

polling places and polling districts where changes might be needed

the suitability and location of any polling place in the county, including:

- Access
- suggestions for alternatives

Local political parties and Councillors will be consulted and views are invited from electors within the Durham County Council area as well as such persons as may have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for the review will commence **Friday 1 March** and end **Sunday 31 March, 2019**.

The Returning Officer will publish any representations received on proposed polling districts and polling places by **Friday 3 May, 2019** for consultation thereon. The period for comment on these representations will end **Friday 17 May, 2019**.

Although the review is of polling districts and polling places it is accepted that polling stations are inexorably linked to the review and **comments are invited regarding those stations currently used and should include suggestions for possible alternative venues**.

Information regarding the current polling districts and places can be found on the Council's web site at www.durham.gov.uk/pollingdistrictreview or from Electoral Services at the address below.

What is a Polling District?

A polling district is a geographical sub-division of an electoral area. For voting purposes, each Parliamentary constituency and every local government division is divided into one or more polling districts. Wherever possible the polling districts for local government elections mirror that agreed for parliamentary elections.

The current list of the existing Wards, Polling Districts and Polling Places is available on the Council's website.

What is a polling place?

A polling place is a geographical area in which a polling station is located. However, there is no legal definition of what a polling place is. It could be as large as the polling district or as small as a particular building.

What is a Polling Station?

A polling station is where the voting actually takes place and must be located within the polling place designated for the particular polling district.

You can have more than one polling station in a polling place

When deciding which buildings to use as polling stations, the Council tries to make sure that they are located as conveniently as possible for the majority of electors and that they are accessible to everyone, particularly anyone with a disability.

Thought must be given, for example, to the distance people have to travel to vote and any barriers to them getting there, such as major roads or rivers.

DECISION REQUIRED	Councillors are asked to formally agree their response to this consultation.
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ITEM 14: SECTION 106 CONSULTATION – SHERATON PARK RESIDENTS’ ASSOCIATION

Please find attached a copy of an application recently submitted to me by Sheraton Park Residents’ Association seeking approval for the allocation of monies presently being held in the Authorities 106 account.

Monies are available for this proposed use within the Electoral Division and as such the proposal is considered to have merit in principle. However, a final decision on the request will only be made when the application has been considered at a forthcoming meeting of the Council’s Section 106 working group.

In accordance with standard procedures I would be obliged to receive any comments you may have on the application inside 21 days.

Stephen Reed
Planning Development Manager

ITEM 15: Climate Emergency Resolution

- I. The City of Durham Parish Council acknowledges the urgent need for global society to reduce carbon emissions and we acknowledge that “business as usual” is not an option in the face of the climate emergency and that society in its current form is unsustainable. We will therefore:
- commit to becoming a carbon-neutral organisation by 2030, to include scope 1, 2 and 3 emissions*.
 - we will create a carbon audit and a roadmap for achieving this by December 2020 and include environmental implications (including carbon emissions) in all officer reports from that date.
- II. We will seek ways to facilitate and encourage our community in reducing direct and indirect CO2 emissions and to become resilient to changes caused by the changing climate. We will take active steps where possible to encourage:
- more sustainable transport;
 - reductions in energy use in homes, businesses and elsewhere;
 - co-operation with organisations seeking to develop low carbon community-led affordable housing;
 - use and development of renewable energy resources;
 - production and consumption of locally-sourced food;
 - any other methods to achieve the above aims.
- III. As a council, we will:
- strategically reassess and adjust the scope of our current activities;
 - proactively reduce our CO2 emissions as an organization;
 - seek to encourage and enable our community to decrease their emissions and improve their resilience to climate change;
 - seek to influence the policies of other organisations to encourage them to reduce their emissions;

*Scope 1 and 2 cover direct emissions sources (e.g. fuel used in company vehicles and purchased electricity) scope 3 emissions cover all indirect emissions due to the activities of an organisation.

DECISION REQUIRED	Councillors are asked to formally agree to the motion that we adopt the above commitments as a Council and their associated actions, in acknowledgement of the urgent need to reduce carbon emissions and mitigate any negative impacts Parish Council activities may have on the Environment.
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