

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 **THE LANTERN ROOM, DURHAM TOWN HALL, DH1 3NJ** on **THURSDAY 25 JULY 2019 AT 19:00** to transact the following business: -

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**
- 3. PRESENTATION BY ANNA LAWSON ON THE WORK OF DR FENWICK LAWSON**
- 4. PUBLIC PARTICIPATION**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 27TH JUNE**
- 6. COMMITTEE UPDATES**

- Planning Committee minutes from meetings held on the 21 June
 - Update on Durham County Council Headquarters move.
 - HMO investigation project
- Environment Committee minutes from meetings held on the 18th June
- Licensing Committee minutes from meetings held on 28 June

7. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 27 June.

- 8. PROPOSAL TO BECOME A SPONSOR OF DURHAM LUMIERE 2019**
- 9. UPDATE ON REMEMBRANCE SUNDAY PLANNING**
- 10. DCC MARKET TRADER PERMIT ONLY PARKING CONSULTATION**
- 11. RESPONSE TO DURHAM HISTORY CENTRE CONSULTATION**

12. PARISH COUNCIL RISK REGISTER

13. DURHAM UNIVERSITY MASTERPLAN

14. SECTION 106 CONSULTATION – DURHAM SIXTH FORM CENTRE (report attached). Councillors are asked to give their views on the application for the proposed use of Section 106 monies by Durham Sixth Form Centre.

15. ASSET OF COMMUNITY VALUE NOMINATION – FORMER R.W.D MOTOR BODY REPAIRERS BUILDING

16. REPORTS FROM REPRESENTATIVES ON LOCAL ORGANISATIONS

- Durham Access for All Group (report from last meeting).

17. PROPOSAL TO PROMOTE THE WORK OF DR FENWICK LAWSON

18. MOTION BY COUNCILLOR R ORMEROD ON TAXIS AT CROSSGATE

19. EQUALITY AND DIVERSITY POLICY

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 the Meeting of the City of Durham Full Parish Council held on Thursday 27th June 2019 at 19:00 in the Lantern Room of Durham Town Hall, Market Place, Durham. DH1 3NJ.

Present: Councillors E Scott (Chair), E Ashby, J Ashby, J Atkinson, L Brown, S Cahill, R Cornwell, A Doig, J Elmer, D Freeman, G Holland and R Ormerod.

Also present: Parish Clerk Adam Shanley and Mr Arthur Lockyear MBE.

1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING

Apologies were received from Councillors Ashfield, Reeves and Ross.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.

The Clerk declared an interest in items 3, 11 and 12.

3. PRESENTATION BY ARTHUR LOCKYEAR MBE ON REMEMBRANCE SUNDAY 2019 EVENT IN DURHAM CITY.

The Chair welcomed Mr Arthur Lockyear MBE who attended the meeting to discuss the Remembrance Sunday event in Durham City.

Mr Lockyear presented to the Council as follows:

"Madam Chair, Councilors of the City of Durham, firstly may I thank you for allowing me the privilege of speaking to you this evening about the Durham City Remembrance parade, and my part in the organization of it.

Having commenced my career as a fire fighter in Sunderland in 1976 I committed 30 years of my service to supporting that city's Remembrance parade, and from 1995 until 2012 I was actively involved in organizing that event. With the support of my late partner I brought that parade from a state of decline in the mid-1990's to a nationally and internationally acknowledged occasion. This work reached a high point with the presence of Their Royal Highnesses the Earl and Countess of Wessex in 2005.

In organizing this Royal event I worked closely with the Lieutenancy, the city council, Northumbria Police and the ex-services' organizations, and was the central figure in briefing Their Royal Highnesses' personal protection officer from the Metropolitan Police.

I also organized similar events for South Tyneside Metropolitan Borough Council marking anniversaries of the death of John Simpson Kirkpatrick at Gallipoli. Armistice Day and Armed Forces' Day ceremonies at County Hall, Morpeth for Northumberland County Council.

VJ Day commemorations for the Far East Prisoners of War, and Burma Star veterans in Sunderland. My work for the Sunderland Remembrance parade resulted in the following marks of recognition: a Commendation from the High Sheriff of Tyne and Wear, a vote of thanks in the full council of the city of Sunderland, invitations to the biennial service of Remembrance of the Victoria Cross and George Cross Association.

My appointment in the Queen's New Year's Honours' List 2010 as a Member of the Order of the British Empire.

Since 2014 I have been involved in the organization of the Durham City Remembrance parade and the Durham Cathedral Festival of Remembrance.

I would like to show footage of the 2013 Durham parade and last year's event which I hope will illustrate the difference my intervention has made.

- *At this point in the meeting Mr Lockyear showed footage of two parades (one from 2013, the other from 2018) to the meeting.* -

I hope that the Parish Council might support my efforts for this great Civic occasion and work with me to realize its great potential for the city, and for the ethos of Remembrance.

The Chair thanked Mr Lockyear for attending the meeting and for his presentation. Cllr G Holland commented he had attended all but one of these parades in the last 35 years and thanked Mr Lockyear for his involvement and his major contribution to their recent success.

Mr Lockyear again thanked Councillors for their time and left the meeting.

4. PUBLIC PARTICIPATION.

None received.

5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 23rd MAY

The Minutes of the meeting held on 23rd May 2019 were unanimously agreed as a true and accurate record of proceedings.

Cllr E Ashby asked that the Council perhaps consider renaming the "Business Regeneration" Committee to the "Business Engagement" Committee as this seemed to better reflect the function of this Committee. The Chair advised that this would be discussed at the first meeting of this newly formed Committee.

6. COMMITTEE UPDATES

• Planning Committee

Cllr R Cornwell presented the Minutes of the Planning Committee meetings held on 10 May, 24 May and 7 June. No questions on the Minutes were raised by Councillors.

Cllr R Cornwell advised that the next item was to discuss the update on the County Council Headquarters move, however as some aspects of this had an impact of a commercially sensitive nature, Cllr R Cornwell proposed a motion to have this moved to closed session, this was seconded by Cllr L Brown and unanimously agreed by the Council.

- HMO investigation project

Cllr R Cornwell reminded Members that, at the March Full Parish Council meeting, Members discussed carrying out an investigation into the level of HMOs within the Parish area.

Cllr R Cornwell advised that he and the Clerk, together with Councillors Doig and J Ashby had met with the PHD student who has agreed to carry out this investigation on behalf of the Parish Council using a variety of data sources. Cllr R Cornwell advised that it had been agreed that this PDH student is to test the percentages of HMO properties in an area as derived by Durham County Council for planning officers to use in applying the Interim Policy on Student Accommodation. Cllr R Cornwell advised that the percentages quoted in

planning officers' reports have been challenged from a number of quarters as being significantly deficient, largely for being lower than the reality from local knowledge of residents in the particular area.

Cllr R Cornwell reminded everyone that the Clerk had written to all Members to request that Standing orders be suspended due to the urgency of the task and the PHD student be appointed on a fixed term basis at a fee of no more than £1,200.00 to carry out the investigation into historic planning applications involving HMOs in the City of Durham Parish area. The Clerk reminded Members that this information is needed urgently as an evidence base for assessing representations on Policies D2 and D3 of the Regulation 14 Consultation Draft Durham City Neighbourhood Plan (DCNP).

Members unanimously **agreed** to ratify the decision taken as per correspondence on 11th June from the Clerk to suspend Standing Orders to approve the expenditure as set out in the report provided and approved the appointment of the PHD student to carry out this work on a fixed term basis.

- Recommendation to contract the services of an ecologist to investigate otter activity at the Sands.

Cllr R Cornwell advised that the Parish Council Planning Committee had received advice from the Parish Council's chosen ecologist that there is evidence of otter by the site of the proposed new County Headquarters at the Sands. Otter are a fully protected species under the Conservation of Habitats and Species Regulations 2017 and Wildlife and Countryside Act 1981 (as amended).

Cllr R Cornwell also advised that a local otter specialist has recommended that the Parish Council engage the advice of an ecologist who specialises in the otter species to test whether holts were present at the site of the proposed new HQ site.

Cllr R Cornwell presented the recommendation to Full Council that Members agree to further engage the services of the same ecologist who carried out the initial assessment of the area and to request that he carry out an otter assessment as set out in the report. Councillors unanimously **agreed** this recommendation.

• Environment Committee

Cllr J Elmer presented the Minutes of the Parish Council Environment Committee meetings held on 1 May and 21 May. No questions on the Minutes were raised by Councillors.

Cllr J Elmer proceeded to the recommendation on cigarette butt campaign in Durham City centre.

Cllr J Elmer advised that the project to clear the city centre of cigarette-related litter was an important priority of the Environment Committee. Cllr J Elmer advised that this was particularly important to be proactive about the issue given the appointment of the new Neighbourhood Warden for the Durham City area, as funded by the Parish Council, who would be issuing Fixed Penalty Notices (FPNs) for littering and this included cigarette butts. Cllr J Elmer advised that a budget of £3,500 is included in the Environment Committee budget for this initiative for this financial year. The Environment Committee will look to develop a promotional campaign for this initiative.

Members unanimously **agreed** to the Environment Committee designing and purchasing these pocket ashtrays up to a maximum of 5,000 units and on the proviso that sponsorship may be sought for the purchase of these ashtrays.

Members **agreed** that Company B should carry out the works as set out in the report.

• **Licensing Committee**

Cllr L Brown presented the Minutes of the Parish Council Licensing Committee meeting held on 31st May. No questions on the Minutes were raised by Councillors.

Cllr L Brown proceeded to the recommendation on the Licensing training conference for Councillors and local residents.

Cllr L Brown advised that feedback had been received at the Annual Parish meeting that residents would like to learn more about licensing. Cllr L Brown advised that this is a significant issue for the City of Durham Parish area as the area takes in the City centre.

The Clerk advised that he had already approached a potential training provider for the event – a barrister and author specialising in licensing policy and legislation and he felt this would be a fantastic idea.

Cllr L Brown advised that an appropriate venue, date and time for the event will need to be decided upon, however the Licensing Committee is keen that the Parish Council takes a proactive approach to this issue.

Members unanimously **agreed** to the proposal of hosting a Licensing training Conference as set out in the report provided.

Members also unanimously **agreed** to allocating the budget of up to a maximum of £1,000 for this event and to delegate authority for the organisation and spend required for this event to the Clerk and to the Chair of the Licensing Committee.

• **Finance Committee**

Cllr A Doig presented the Minutes of the Parish Council Finance Committee meeting held on 23rd April. No questions on the Minutes were raised by Councillors. Cllr A Doig advised that the matter of the grant funding would be dealt with under a separate item according to the Agenda.

• **Personnel Committee**

Cllr E Scott presented the draft Minutes of the Parish Council Personnel Committee meeting held on 11th June. No questions on the Minutes were raised by Councillors. Cllr E Scott advised that the matter of the Clerk's probation and contract would be dealt with under a separate item according to the Agenda.

7. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 23 May.

The Chair thanked the Clerk for his speedy work in issuing a press release following the decision by the High Court not to grant the Parish Council leave for a Judicial Review into the proposed new County Council Headquarters on the Sands.

The Chair advised that a consultation had begun into the Durham History Centre and she proposed that Members make their views known to the Clerk who would draft a response to the plans for formal Parish Council agreement at the next Full Council meeting in July.

The Chair remarked that the newly-installed umbrellas at Prince Bishop's shopping centre were a welcome public art addition to the city centre in recognition of June being Pride month. The Chair advised that the installation had created a lot of attention on social media.

The Chair also made Councillors aware that the National Association of Local Councils (NALC) is at present lobbying Government to scrap the Charter Trustees. The Chair advised that it is important to be aware of this in Durham as the Charter Trustees for Durham City were one of only a few remaining in the whole of England.

Cllr G Holland welcomed the work of NALC on this and advised that the Charter Trustees were only established as a temporary measure.

8. PARISH COUNCIL STRATEGY 2019/20

The Clerk reminded Members that the draft Parish Council Strategy for 2019/20 had been presented at the Annual Parish meeting and good feedback had been received on the Council's priorities.

One additional recommendation had been received however from two members of public that the Parish Council do more for housing for those over the age of 55. As a result, the following para had been added to the draft Parish Council strategy:

"Housing need for the future The Parish Council recognises that the housing need for Durham in the future is largely for those residents over the age of 55. In any planning consultations, such as the County Durham Plan, the Parish Council will always seek to ensure that new housing supplies are prioritised for local residents in this particular demographic and will seek to ensure that these new homes are both affordable and their design meets the needs of residents over the age of 55 in terms of layout, location, space and flexibility."

Members unanimously **agreed** to formally adopt the Parish Council Strategy 2019/20, with the addition of the para relating to housing needs for the future, as set out in the report.

9. ALLOCATION OF SMALL GRANTS FOR 2019/20

Members unanimously agreed the allocation of small grants for 2019/20 as follows:

Organisation	Project description	Amount requested	Amount agreed by Full Council
WRRAG	To fund an art project festival involving primary school children from the City of Durham Parish. There will be an exhibition and award ceremony at Bearpark club on 27th October 2019. The festival is being used to highlight the damage a western relief road would do to the Environment. The art will form an exhibition of 72 professionally mounted items as a centrally important component of the festival.	£250	£0. The Council felt that the purposes of the grant would be a political one and therefore felt that this could not be supported, though Members agreed with the cause.
St Cuthberts Hospice	The creation of a new water feature, the repair of the Victorian Greenhouse and the introduction of more colour into the garden to enhance the physical environment of the Hospice gardens.	£1,500	£1,500
Durham Samaritans	To cover the refurbishment costs of the face to face walk-in room.	£1,500	£1,500
Durham Hospital Radio	Contribution towards running costs - licenses, insurance, internet, repairs and replacement of equipment. Currently planning to extend service to waiting areas.	£2,000	£2,000

OASES	Planting Up Neville's Cross aims to make Neville's Cross a greener and more colourful neighbourhood through community planting of trees, bulbs and flowers. The project will work with local schools	£2,500	£1,700 – the Council agreed that this be on the condition that, prior to any transfer of funds, the 3 local residents' associations within the target area for the activity provide written confirmation as to the types and location of the works being carried out.
Friends of St. Margaret	Surveying and mapping the baseline situation, of existing vegetation, habitats, and burial sites is a critical first step in planning how to improve the area for wildlife and people. We hope to commission an ecologist to map the habitats, record species and recommend management actions, and the grant would contribute towards this work, which needs to be completed before mid-July. A copy of a proposal for the survey, from Durham Wildlife Services, is attached. A portion of the grant would also help fund purchase of garden tools for use by volunteer work parties, and/or to buy bird boxes.	£1,200	£170. The Council felt that this amount could be used towards the payment of bird boxes as stated in the application form. The Council would welcome any further application next year which sought funding for recurrent or on-going activities
Fybro haven	To enable us to put on taster sessions on thai chi, mindfulness and crafting.	£500	£0. The Council felt that not all of the requested funds would go towards the Parish area. The Council would welcome any further application next year which sought funding for activities for residents of the parish or undertaken within the location of the Parish.
Durham Youth project	Hall hire for 42 weeks - we would like to run a "drop in" session as on detached in Durham we have built relationships with young people coming into the city from local villages. From past experience we know having an indoor venue is beneficial as well as meeting them on the streets as it provides a safe environment and informal education can be given.	£1,200	£1,200
Alington House	To fund a tutor for 46 weeks for the group Healthy Lifestyles for Women.	£690	£690

Great North East Air Ambulance	To fund the replacement of the crash kelly training manikins to help train different scenarios daily.	£3,000	£0. The Council felt that this application was contrary to the grant policy which states that medical research, treatment or equipment would not be funded. The Council would welcome any further application next year which sought funding for activities that clearly fell within the guidelines laid out in the policy.
City of Sanctuary	To fund volunteer training	£500	£500
Sanctuary 21	The Durham Winter Night Shelter is a Christian initiative that seeks to answer the Christian call to social justice and care for the vulnerable in society. It is a project that aims to provide emergency winter accommodation for the homeless population of Durham City. It will have capacity to provide emergency overnight shelter for 15 guests in the worst winter months. Each guest will be accepted regardless of individual life choices, sexuality, gender or religious affiliation. The Shelter will be a safe space in which each guest can get a good night's sleep, food and access to vital services that will help them start on the road towards permanent housing. We will also aim to provide guests with the ability to tackle the causes of destitution. This will be done with the Salvation Army and the engagement of outside drug and alcohol, housing and welfare services.	£4,200	£3,500
Gilesgate Scouts group	To replace our aging camping equipment. One small 4.5m x4.5m mess tent to use as a kitchen on camps and three 5m x 5m bell tents with canopies. These will replace our old 6-man tents and will provide better integration and social space for our Beavers, Cubs, Scouts and Explorers.	£1,610	£1,610
Blind Life in Durham	Contributing towards volunteer transport costs and venue hire at North Road Methodist Church. This group aims to promote the welfare, independence and quality of life of those who are visually impaired in County Durham.	£630	£630

Total		£21,280	£15,000
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10. PARISH COUNCIL TRAINING BUDGET

The Chair asked that Councillors consider a proposal that the Parish Council adopt a training budget to support the work of both the Clerk and Parish Councillors. At present, there is a need for Councillors sitting on Committees such as planning and licensing to undergo some form of training to ensure that responses are made in accordance with legislation and policy. The Chair also advised that the Clerk is also intending on completing his CiLCA examinations in the near future.

The Chair advised that she felt that training for both the Clerk and Councillors will help deliver the highest level of service to local residents. Training will allow Councillors to partake more effectively specifically in areas that they are individually responsible for. The Chair advised that, to support this, a training budget had been discussed and endorsed by the Parish Council Finance Committee at its recent meeting in June. A budget of £3,000 is proposed as a training budget to support the work of the Clerk and Parish Councillors.

Members unanimously **agreed** to allocating a budget of £3,000 towards training for both the Clerk and Councillors, with delegated authority of this budget sitting with the Clerk and the Chair of the Parish Council.

11. REPORT ON REMEMBRANCE SUNDAY EVENT IN DURHAM CITY

The Chair asked Members to consider a proposal that the Parish Council take over civic ownership of the Remembrance Sunday event in the Durham City centre.

Cllr E Ashby asked what budget would need to be allocated to this. The Clerk advised that £3,000 was allocated in this year's budget for an Armed Forces Day event. The Chair proposed that this fund be used to cover the costs of this event should Councillors approve the proposal.

Cllr L Brown asked what this would mean in terms of workload for the Parish Clerk. The Clerk advised that whilst Mr Lockyear would be managing the day to day operations of the event, the administrative organisation of the event would fall to the Parish Council. The Clerk advised that there would be a need to go through the Safety Advisory Group as the event organiser and this will mean that the event is covered by the Parish Council's own Public Liability Insurance. The Parish Council would carry out the necessary risk assessments, would need to apply for the right to occupy palace green and the marketplace and would also need to apply for the road closures and pay for the traffic management company etc.

On the civic side, the Parish Council would simply be part of the parade and the Chair would lay a wreath. It is also likely that the Parish Council could sponsor some aspect of the event.

Members unanimously agreed that Parish Council should take over civic ownership of the Remembrance Sunday event.

Members also agreed to allocate £3,000 of funding as outlined in the above report to the event, which could cover the cost of sponsoring some aspect of the day.

12. REPORT FROM PERSONNEL COMMITTEE ON CLERK'S PROBATION AND CONTRACT.

- At this point in the meeting the Clerk left the room -

Members unanimously agreed that the Clerk had successfully passed his probation. Members also unanimously agreed that the Clerk should be contracted at Full-time hours starting from July 2019.

The Clerk thanked all Members for their support since he began his role on the Parish Council and advised that he looked forward to working with all Members going forwards.

13. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS

The appointment of Parish Council representatives on local organisations was agreed as follows:

Local organisation/ body	City of Durham Parish Council representative	Status
Community Engagement task Force	Alan Doig and John Ashby	Decided - May 2019
Community Engagement task Force sub group - Economic	Esther Ashby	Decided - May 2019
Community Engagement task Force sub group - Culture	Carole Reeves	Decided - May 2019
Community Engagement task Force sub group - Citizenship	Victoria Ashfield	Decided - May 2019
Community Engagement task Force sub group - Lived Environment	John Ashby	Decided - May 2019
Community Engagement task Force sub group - Durham for All	Judith Atkinson	Decided - May 2019
Durham Access group	Liz Brown	Decided - May 2019
CDALC Larger Councils Forum	Richard Ormerod and Esther Ashby	Decided - June 2019
CDALC In-Durham group	David Freeman and Alan Doig	Decided - June 2019

It was also agreed that Cllr E Ashby should become the official Parish Council representative for the PBSA group of the University which she attends at present as a private individual.

It was agreed that the Parish Council should have no official representative on either the Shakespeare Hall management committee or the Assembly Rooms Theatre working group. Cllr E Ashby advised that she would continue her own involvement with the Shakespeare Hall as a private individual and the Clerk advised that he would write to the Assembly Rooms Theatre working group to advise that the Parish Council would not be having an official Parish Council representative at this group any longer.

14. REPORTS BY PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS.

- (i) Durham University Community Engagement Task Force

Cllr J Ashby provided a report to Full Council following a recent meeting of the Durham University Community Engagement Task Force as follows:

"1. Cllr Alan Doig and I attended as Parish Council representatives at the Task Force meeting held on 24 May 2019; Cllr David Freeman attended as Durham County Council representative.

2. The new Chair introduced herself - Professor Claire O'Malley, Pro-Vice Chancellor (Global). Her primary role in the University is: "strategic leadership and implementation of the University's international agenda. She oversees the development of the International Study Centre at Queen's Campus, Stockton-on-Tees; the development of strategic teaching and research partnerships with international peer institutions; the establishment of a Durham University presence in key global cities; work to increase research, study and work abroad opportunities for Durham undergraduates, postgraduates and research staff; and work to increase the percentage of students from outside the UK studying at Durham to around 35% by 2027. She is also responsible for the University's Marketing and Communications Office." It would seem that the final sentence explains why she has been asked to Chair the University Community Engagement Task Force.

3. The University's Director of Estates, David Loudon, presented an update on the Estates Masterplan. This confirmed that the overall scale and pace of the University's planned developments over the period to 2026/27 continues as previously announced, despite the public's concerns and indeed the reason for the establishment of the Community Engagement Task Force. We expressed the need for the new Chair to understand just how controversial and unwelcome the present Strategy and Masterplan have proved to be, and we suggested that the presentation should be made to a future meeting of the Parish Council.

4. Reports were given for each of the five Sub-Groups:

Economic: local procurement is the main topic so far.

Culture: nothing of note.

Citizenship: Non-Academic Code of Conduct is welcome.

Lived Environment: DSU have prepared an excellent report on housing issues. I am pursuing the data on HMOs and PBSAs and advised the meeting about the Parish Council's project on HMOs, hopefully leading to a Service Level Agreement with the University.

Durham for All: main item was the community fun day on Palace Green.

5. The President of DSU, George Walker, announced the production of a Community Strategy which will be circulated to groups in the city and to the Durham Area Action Partnership."

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 were excluded from the meeting for the following item of business on the grounds that it involved 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 were asked to leave the room

- Update on Durham County Council Headquarters move.

The Chair reminded Members that notification had been received from the High Court that the Parish Council had not been granted leave for a judicial review into the decision on the new County Council Headquarters at the Sands.

Members unanimously agreed to continue their opposition to the plans but not to submit a renewal application for a judicial review. Members agreed many aspects of the plans continued to cause considerable concern.

Members unanimously noted their thanks to all those who had worked incredibly hard in seeking donations for the judicial review through the CrowdJustice website.
It was agreed that a press release should also go out to advise the public of this decision.

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

Signed,

Chair of City of Durham Parish Council.
25 July 2019

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 21st June 2019 in Office 2, Clayport library building, 8 Millennium PI, DH1 1WA.

Present: Cllr J Ashby (in the Chair), Cllr J Elmer, Cllr L Brown and Cllr G Holland

Also present: Parish Clerk Adam Shanley, Cllr E Ashby and 1 member of the public.

1. Welcome and apologies

Apologies were received from Cllrs Ashfield and Cornwell

2. To receive any declarations of interest from members.

Cllr L Brown declared an interest in application DM/19/01680/FPA.

Cllr J Ashby declared an interest in application **DM/19/01789/VOC** and took no part in discussions on this application.

3. To receive and approve as a correct record the minutes of the meeting on 7 June 2019.

The Minutes of the meeting held on 7th June were accepted as a true and accurate record of proceedings.

4. To receive any public participation comments on the following agenda items.

Cllr E Ashby advised that she was present to discuss application DM/19/01680/FPA and would happily wait until this was discussed according to the Agenda order.

5. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA):

a. Update on latest position.

The Clerk advised that the Parish Council were waiting to hear back from the Courts as to whether this would proceed to a Judicial review. The Clerk also reported that the Parish Council solicitor had highlighted two errors in the submission from the County Council to the Courts.

b. Progressing the CrowdJustice fundraising

The Clerk reported that the CrowdJustice campaign had now gone beyond the £10,000 milestone and thanks to the donation from the City of Durham Trust to allow this to happen. The Clerk reminded Councillors that this would be put on hold from the 16th July to allow for the summer holidays and to wait to hear back from the Courts. Further fundraising up until this date is planned as usual.

c. De-registration of the Common land at The Sands.

The Clerk reported that the OSS had considered this issue and he had requested that the Parish Council be kept up to date on any official reply the OSS may make to this.

d. Any other relevant developments

Cllr J Ashby reported that the clarifications had been sought on the matter of the Sixth Form car parking application.

6. Matters arising:

a. to approve the following responses (for text of letters see Parish web site):

DM/19/01578/FPA and **DM/19/01579/LB** | Construction of passive ventilation system (including lowering of ground level, retaining walls,

ventilation stack, staircase and metal railings) | Durham University University College Durham Castle Palace Green Durham DH1 3RW. The Chair reported that the letter commending this works had been submitted.

DM/19/01582/FPA | Extension to existing kitchen to rear of property with internal alterations from 4-bedroom C4 HMO to 5-bedroom C4 HMO | 18 East Atherton Street Durham DH1 4DG. The Chair advised that the Committee could find no planning reason to object to this application and therefore the application was noted.

DM/19/01700/FPA | Change of use from Class C3 dwelling-house to Class C4 House in Multiple Occupation | 3 Juniper Way Durham DH1 4GZ. It was **agreed** to call this application to Committee and Cllr G Holland offered to represent the Parish Council at this Committee.

DM/19/01711/FPA | Demolition of sections of enclosure and provision of access in association with use of a car park and associated works | Durham Sixth Form Centre The Sands Durham DH1 1SG. The Chair reported that the response to this application had been submitted and the further clarifications sought from the County Council.

DM/19/01503/AD | Internally illuminated light box to display information related to St. Cuthbert and The Journey Statue | The Journey Millennium Place Durham (reconsideration). The response to this application was approved and the Chair thanked Cllr E Ashby for drawing the matters arising from this application to the Committee's attention.

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

The Chair reported that the Regulation 14 consultation on the draft copy of the Neighbourhood Plan would soon be finishing. The Working Party would then be considering the comments received and putting the final version through the Planning Committee and then on to the Full Parish Council to agree. This would then go to the County Council for the Regulation 16 consultation testing the basic conditions of the Plan.

8. Update on student HMO investigation

The Chair reported that he and the Clerk had met with the PHD student to further discuss and clarify the scope of the work intended. The Chair

reported that it was clear from testing just a small number of the applications that there was a disparity between DCC and University figures.

Cllr E Ashby asked whether further publicity of this work being carried out would need to go to the Residents Groups who may or may not be carrying out their own investigations on this. The Chair advised that he would expect one of the parish Councillors to attend a local Residents' group meeting and inform the group of this work. The Chair also reported that he was happy that such groups were carrying out their own investigations, however it was important that the data presented to the County Council regarding this policy came from an official source.

9. Application to place tables and chairs on the highway - Hotel Indigo, Old Elvet, Durham City, DH1 3HL

Cllr L Brown advised that she was concerned about this particular application owing to the impact this would have on accessibility for the public in this area. Cllr L Brown advised that she had made the Durham Access Group aware of this application and they had submitted an objection to this. It was **agreed** to object to this application and Cllr L Brown offered to draft the response to this.

10. Planning applications: To consider making representations on the following:

DM/19/01308/FPA | Change of use and subdivision of 1no A2 (financial Institution) unit to 1no sui-generis (distillery) unit and 1no A3 (cafe) unit

including the installation of 4no. windows to south elevation | 30 High Street Durham DH1 3UL (re-consideration). It was **agreed** to defer consideration of this application until further clarifications over future usage and neighbouring properties had been sought. Cllr J Ashby agreed to draft a letter seeking clarifications.

DM/19/01428/AD | Non-illuminated vertical sign | Dun Holm House 8 The Riverwalk Millburngate Durham DH1 4SL. It was **agreed** to support the officer's response to this application. The officer having advised that the scale of the sign should better reflect the proportions of other consented signage within the development. Cllr J Ashby agreed to draft the letter to this.

DM/19/01463/AD | Erection of 2no. non-illuminated fascia signs, 1no. window graphic and 1no. non-illuminated projecting hanging sign. | Country Fashions 10 - 11 Silver Street Durham DH1 3RB. It was **agreed** to note this application.

DM/19/01673/FPA and **DM/19/01674/LB** | Demolition of existing extension, erection of two-storey extension, minor internal alterations, like of like replacement of bay window and change of use to a house in

multiple occupation (sui generis) | 22 Allergate Durham DH1 4ET. A member of the public attended the meeting to advise that he would be objecting to this application. He advised that the scheme had not altered at all since it was last considered. He felt that this would effectively be used as a large HMO. It was **agreed** to object to this application and also to call this to Committee. Cllr G Holland agreed to draft the response for this.

DM/19/01680/FPA | Change of use from a dwelling (use class C3) to be used as either a dwelling (use class C3) or a small HMO (use class C4) | Dungrifton House Nevilles Cross Bank Durham DH1 4JW. It was **agreed** to note this application.

DM/19/01683/FPA | The change of use of dwelling (Use Class C3) to a small HMO (Use Class C4) and the erection of a dwelling in small HMO use (Use Class C4)| 36 The Hallgarth Durham DH1 3BJ. It was **agreed** to object to this application and Cllr J Ashby agreed to draft the letter on behalf of the Committee.

DM/19/01689/FPA | Change of use from A3 (food and drink) to A4 (drinking establishments) | The Holy Grail 57 Crossgate Durham DH1 4PR. It was **agreed** to note this application.

DM/19/01720/FPA | Erection of two storey side extension to C4 (House in multiple occupation) dwelling. | 77 Whinney Hill Durham DH1 3BG. It was **agreed** to object to this application and call this to Committee where the case would also be highlighted that extensions to HMOs is also an issue. Cllr J Ashby agreed to draft the letter on behalf of the Committee.

DM/19/01730/VOC | Variation of condition 2 of planning application DM/15/03658/FPA relating to design alterations | Land To The South East Of Hillcrest Potters Bank Durham DH1 3RR. It was **agreed** to note this application.

DM/19/01765/VOC | Variation of condition 2 of planning approval DM/18/02268/FPA to allow an increase in basement size of plot 3 and removal of 3 trees (T14, T15, T16) | Highfield House Potters Bank Durham DH1 3RR. It was **agreed** to note this application.

DM/19/01789/VOC | Variation of conditions no. 3 (opening hours) to allow extended opening hours (0800 - 2100 (Monday to Saturday) and 1000 - 1800 (Sunday)), and no. 4 to permit outside seating within the rear garden of planning consent 4/10/00582/FPA. | Claypath Deli 57 Claypath Durham DH1 1QS. It was **agreed** to note this application.

DM/19/01820/AD | Advertisement consent for the display of 7 No. vinyls attached externally to existing windows. | Gala Theatre And Tourist Information Centre 1 - 2 Millennium Place Durham DH1 1WA. It was **agreed** to note this application.

DM/19/01842/FPA | Erection of part two-storey/part single-storey extensions at side and rear of dwelling. | 4 Orchard Drive Durham DH1 1LA. It was **agreed** to note this application.

11. Dates of future meetings

5 July 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

19 July 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

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

Signed,

Chair of the City of Durham Parish Council Planning Committee

ITEM 6: HMO INVESTIGATION REPORT

1. Introduction

The aim of the research commissioned by Parish Councillors Roger Cornwell, John Ashby and Alan Doig, with the support of the Parish Clerk Adam Shanley, was twofold.

Firstly to examine the data used by DCC in 82 HMO and PBSA/DU college planning applications in order to scope out DCC student HMO density figures used when determining C3 to C4 planning applications – see separate documents and *Chart of 82 Planning Applications on Durham City HMOs and PBSAs 2017-2019* and *List of Planning Inspectorate Appeal Decisions on HMOs and PBSAS 2015-2019*.

Secondly to identify possible changes and improvements to policies, specifically the Interim Policy on Student Accommodation (IPSA), the Neighbourhood Plan and the Co Durham Plan – see below. The work below is 'work in progress' which incorporates and builds on existing ideas and information with the aim of contributing to the evidence base and providing the first draft of a discussion paper. Some of the facts and figures used need to be verified/updated.

2. Terminology

- DCC – Durham County Council
- DU – Durham University
- DPC – Durham Parish Council
- NPPF – National Planning Policy Framework
- DCNP – Durham City Neighbourhood Plan
- College – a hall of residence known as a 'college' in Durham
- PBSA – Purpose Built Student Accommodation
- HMO – House in Multiple Occupation
- IPSA – Interim Policy on Student Accommodation. Also known as Article 4.
- Class N council tax exemption - for people in dwellings occupied by one or more students and in PBSAs¹.
- Class M exemption from council tax – for people in halls of residence
- Class 3 – dwelling used as a principle or secondary residence
- Class 4 – shared houses occupied by 3-6 unrelated individuals
- Sui generis – large house in multiple occupation

3. Background

As undergraduate and postgraduate student numbers in DU have increased over the past 15 years (from 12,477 during 2003-4 to 18,707 during 2018-19² - 1,067 of whom are part-time) the number of student HMOs, PBSAs and 1 & 2 bed student flats in the city has increased. Student HMOs are of greatest concern to long-term residents as they reduce the number of low-cost, starter, family and age-friendly retirement homes for homeowners and non-student tenants.

An Article 4 IPSA was introduced on 17 September 2016 in order to remove permitted development rights for change of use from C3 to C4 for part of Durham City. Part 3 specifies a threshold of 10% based on the proportion of Class N student exempt council

¹ See Roger Cornwell's research and reference to <http://www.legislation.gov.uk/ukxi/1992/558/made>

² See DU website <https://www.dur.ac.uk/student.registry/statistics/summary/1.1summary/>

tax properties within 100 metres of the application site. The policy has been effective in some cases but has been criticized for drawing exclusively on Class N data which has gaps eg: when landlords pay council tax. It has also been too weak to prevent extensions to properties and new build HMOs. Some developers are now converting properties into 1&2 bed flats in order to get round the policy eg: 22 The Avenue, 36 The Hallgarth.

An accurate knowledge base and effective legislation and enforcement is imperative given DU plans to increase the student population to 21,500 by 2027 (a doubling of numbers since university expansion began in 1997).

The precise number of 1 & 2 bed student flats, Class 4 and Sui Generis HMOs in Durham City, and also the % balance between properties occupied by temporary residents and properties occupied by long-term residents, is difficult to gauge. This is partly because interpretations of what constitutes the city and where the boundaries are vary³, the city is divided administratively into three different parish councils⁴ and one county council, and there are gaps in the specific data on the topic collected and put into the public domain by DCC⁵ and DU.

For instance, the DCC Public Register of HMO Licenses⁶ only covers houses with 5 or more tenants and only has 773 properties on it, which is widely viewed as an underestimate of the total number of HMOs containing 3+ tenants across Durham City.

What the DCC data does tell us is the % of Class N (student) exemptions from council tax in HMOs and PBSAs (and also DU colleges) in a postcode area or within 100 metres of a property.

What the DCC data does not do is take into account future Class N (student) exemptions from council tax in PBSAs under construction in a postcode area or within 100 metres of a property⁷. Furthermore, it only covers properties, not people. Crucially, it also does not tell us the % of students living in within 100 metres of a property in 1 & 2 bed flats, HMOs, at home, as lodgers in a family home, in university college accommodation and in PBSAs.

What the DU data tells us is that out of 18,707 students, 9,292 students are living in rented accommodation (7,400 of whom are undergraduates), 6,825 are living in university college accommodation, 2,067 live at home and 523 are other.⁸

The DU data supplied to DPC also specifies the number of student homes/students in the postcode areas in the DPC geographic area. However, it does not give actual addresses, and if the number is less than 5 it shows <5 rather than the actual number.

What the DU data also does not tell us is what % of the 18,707 students live in Durham City, and how many student homes/students there are living in the neighbouring parishes of Belmont, Framwellgate Moor, Shincliffe and Brandon and Byshottles. It is unclear from both the DCC and DU data what % of the students living in rented accommodation are in PBSAs. PBSA occupancy rates are not in the public domain and

³ See DCC breakdown of 2011 census <https://www.durhaminsight.info/>

⁴ See DCC map of Parish Councils <https://maps.durham.gov.uk/OLBasic/Index.aspx?appid=24>

⁵ See DCC information and maps on HMOs <https://www.durham.gov.uk/article/2499/Multiple-occupancy-homes>

⁶ See DCC public register of HMOs <https://www.durham.gov.uk/article/2865/HMO-Licensing-Register>

⁷ See DCC report on waste collection, specifically section 18, for confirmation that PBSA occupants do not pay council tax and PBSA owners pay council tax on empty rooms.

<https://democracy.durham.gov.uk/documents/s98370/RLS%20-%20Waste%20Collection%20Student%20Prop.pdf>

⁸ <https://www.dur.ac.uk/resources/student.registry/statistics/summary/1.9ttaccom/181-9.pdf>

there is also no easily-accessible central list of PBSAs (along with location details, number of bed spaces, etc) in Durham City. It is also difficult to work out which buildings are private PBSAs and which buildings are DU-affiliated PBSAs.

One estimate is 13⁹ PBSAs in Durham with 2000+ bed spaces. These include: St Giles (Gilesgate), Chapel Heights (Ashwood), Elvet Studios (Green Lane), St Margaret's (St Margaret's Garth -150 beds), Three Tuns (New Elvet -140 beds?), Ruth First House (Claypath), Ernest Place (Renny's Lane), Kepier Court (Claypath), Rushford Court (North Road - 363 beds), Houghall Court (A177 - 165 beds), Dun Holm House (The Riverwalk - 253 beds), Student Castle (Claypath - 475 beds), Duresme (Nevilles Cross Bank - 277 beds).

It is also unclear what % of students living in rented accommodation are in HMOs and how many houses in Durham have become HMOs. The City of Durham Trust 2018 annual report estimate was 1800. This estimate could be refined by adding up the number of student homes/students listed on the DU data supplied to DPC.

In future DU aims to house 50% of the student population in DU colleges/licensed PBSAs and is building two new student colleges at Mount Oswald, with plans for further new colleges elsewhere.

What the data doesn't tell us is how successful DU colleges/PBSAs are at drawing students out of HMOs and enabling DU to achieve its 50% of students in DU colleges/licensed PBSAs. Student campaigners¹⁰ argue that college fees of approximately £7,500+ for a catered room and £5,000+ for a self-catering room are too high, and that HMO/PBSA rents (£70 to £110+ a week plus bills for HMOs and £150+ a week all inclusive for PBSAs) are also too high.¹¹

What the data also doesn't tell us is who the HMO landlords are. HMO landlords vary, from huge operators such as Hope Estates, to individuals who rent out one house that they may have lived in previously before moving to a new home. Some large operators have websites listing some of the properties they rent out. Again, there are no precise figures on which landlord owns which property, and which property management companies manage which properties on behalf of both themselves and small landlords. Judging from the information coming up on internet searches, UK student accommodation is a money-making opportunity for global investors.

What the data also doesn't clarify is the amount and impact of the loss of council tax on Durham City vs the benefits students and landlords bring.

What the data also doesn't tell us anything about is the sort of contact students and long-term residents have and how we can understand 'community cohesion'. There are figures on eg: how many hours of local volunteering DU students undertake, and on police call outs and interventions when anti-social student behaviour occurs. There is also data from a survey which produced the statistic that '90% of international students have never been inside a British house in Durham' (possibly a Ustinov College survey?). But generally, there is very little information.

4. Conclusions from analysis of planning applications and appeals

⁹ This figure needs to be checked and the data on PBSAs improved. How many rooms does a property need to be classified as a PBSA?

¹⁰ <https://www.durhamsu.com/su-campaigns/ripped-off-campaign-page>

¹¹ These figures need to be checked with Durham Students Union.

This section needs to be considered in conjunction with the separate document *Chart of 82 Planning Applications on Durham City HMOs and PBSAs 2017-2019*.

The chart lays out the numerical/factual results of my research for the Parish Council into the impact of IPSA on 82 planning applications for 66 properties & pieces of land (some properties/pieces of land have several applications attached to them).

Looking at the contrast between DCC's postcode density figures and our postcode density figures derived from University data and Valuations data, we can see firstly that 22 applications do not have a full set of figures linked to them. This seems to be because (1) the property has its own individual postcode because it was/is a shop eg: The Corner House, The White House, and (2) there is a confusing discrepancy (highlighted in turquoise on the chart) between the number of properties listed by the University and the number listed by the Valuations agency. This discrepancy sometimes stems from the fact that the Valuations Agency has not counted the number of sub-divided flats in properties in eg: the City Centre?

Secondly, 28 applications show that our data and DCC's figures are the same, particularly in the Viaduct area and in areas of dense studentification.

Thirdly, 5 applications (highlighted in purple) show that our figures are lower than DCC's - this is unexpected, but local knowledge might help eg: some students have moved out of the Three Tuns Hotel.

Fourthly, 27 applications show that our figures are higher than DCC's, sometimes because one extra house is clearly an additional HMO in already densely studentified streets, and sometimes because it looks like some houses in less studentified areas such as Neville's Cross /Merryoaks/ Wearside Drive/Highgate are operating as HMOs, even if they still pay council tax? Warwick Court in Merryoaks is an example - DCC states that the density rate is 15% but the density rate calculated in this research is 25%. That figure is based on the fact that 5 out of 20 houses are occupied by students according to Durham University.

One conclusion that can be drawn is that DCC figures are credible in some postcodes, but less so in others. It is very difficult to find enough weaknesses in DCC's data/strength in IPSA to protect heavily studentified areas from even more encroachment, but it is worth identifying flaws in the data on less studentified areas in order to protect them from further encroachment.

5. Reflections

This section needs to be considered in conjunction with the separate document *List of Planning Inspectorate Appeal Decisions on HMOs and PBSAs 2015-2019*.

- The IPSA has not always been applied consistently by DCC planners, even if delegated/committee reports generally begin with a list of policies underpinning the decision. It has been unclear when the spatial policy team has been consulted. The words HMO property/C4/student property have been used interchangeably. It can even be argued that IPSA has been 'used arbitrarily and applied wilfully' by DCC eg: in the Jackie Levitas/Waddington St 2017 Appeal.

- However, in the more recent 2019 officer reports there has been more rigour eg: the date the 100% figure was taken is increasingly referenced. This is due to pressure from both developers and local residents who have contested DCC's figures, and also from inspectors. For instance, in the 10 High Wood 2019 Appeal the appellant argued that the real density figure was as high as 87% when nearby empty university buildings were taken into account. This Appeal sheds light on DCC's efforts to protect Whinney Hill from further studentification, for which it must be given credit, even if it is unsuccessful in some appeals.
- A key issue in IPSA is clause (e). This is a 'get out' clause which exempts a developer from IPSA on the basis that one more HMO/an increase in concentration of HMOs will not cause harm, or, to the contrary, that a locality is so saturated with HMOs that it is effectively not worth protecting.
- The first factor shaping decisions is the HMO density and saturation figures measured through the % of Class N (student) exemptions from council tax in HMOs and PBSAs (and also DU colleges) in a postcode area or within 100 metres of a property.
- There are no guidelines stating, for instance, that localities with 60% density need to be protected, whereas localities with 90% density do not merit protection.
- For instance, in the Pear Tree Cottages, High Wood View, 2017 Appeal, the impact of one more HMO in an area with a figure of 61.8% was considered 'negligible'. In contrast in the King's Lodge Hotel 2015 Appeal, with HMO figures as high as 89%, the 'cumulative harm' to the 'character of the city and living conditions of residents' was recognised.
- The second set of factors shaping decisions are adverse impact and detrimental effect on the neighbourhood – to the *character* and *appearance* of the area, to the overall *range and variety of local housing stock/mix* in the area, to the *amenity* of nearby residents, and to the living conditions for neighbours; to highway safety; and to the Durham City Conservation Area.
- These terms are drawn from the City of Durham Local Plan 2004. Firstly, Policy H13 (Residential Areas – Impact upon Character and Amenity) states *that planning permission will not be granted for new development or changes of use which have a significant adverse effect on the character or appearance of residential areas, or the amenities of residents within them.* Secondly Policy H9 (Multiple occupation / student households)- *seeks to ensure that where houses are sub divided or converted to flats, bedsits or multiple occupancy, they do not adversely affect the character of the area, the amenity of nearby residents and the concentration of sub-divided dwellings to the detriment of the range and variety of the local housing stock.*
- The third set of factors shaping decisions is balanced communities/community cohesion.
- These sorts of terms are drawn from the NPPF. For instance, Paragraph 91 of the NPPF states that planning decisions should aim to achieve *healthy, inclusive and safe places which are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion.*¹²

¹² As summarized by Susan Hyde in Committee Report on 51 Whinney Hill
https://publicaccess.durham.gov.uk/online-applications/files/AE54A40ECBE16A2F16884E01E9F0695E/pdf/DM_19_00649_FPA-COMMITTEE_REPORT-2467858.pdf

Paragraph 61 talks about creating and maintaining *sustainable, inclusive and mixed communities*.

- However, the way all these terms are interpreted is elastic, particularly the word 'sustainable', which is used to justify developments which are clearly not environmentally, socially and economically sustainable. It is unclear how the difference between 'significant but acceptable' and 'unacceptable' adverse impact is worked out. What is left out is as important as what is included.
- *Character* is judged on a purely material basis eg: in the Mistletoe St 2019 Appeal, and in planners comments in delegated & committee reports about the retention of architectural rhythm in Durham's townscape – as if the range and variety of the local people living in the street, the absence of students from the street for 3 months over the summer and the subsequent damage to the rhythm and character of everyday life, and community cohesion, is immaterial.
- *Residential amenity* is judged as noise through party walls and by occupiers and visitors, disturbance, comings and goings, especially late at night and at unsocial hours; visual intrusion, overshadowing and the blocking of light; impact on private rights of access. Concerns about the potential for HMOs to harm residential amenity (based on longstanding local knowledge) are sometimes dismissed as 'conjecture' – with too little thought about the limitations/poor enforcement of property management plans/statutory nuisance legislation when residential amenity is (as predicted by local residents) harmed. The 10 High Wood View 2019 Appeal contained a condition that a property management plan had to be submitted to DCC 'in the interests of protecting the living conditions of the occupiers of other dwellings near the property' – how effective are property management plans?
- *Significant incremental change to/cumulative impact & harm to character and appearance of areas and amenities of long-term residents/few remaining non-student residents of intensification* is rarely mentioned.
- *The impact of transient citizens on community cohesion/sustainable communities* is rarely mentioned. Dr Richard Tyler and the National HMO Lobby have done valuable work¹³ although it is important to challenge assumptions that all students are the same and that they all want to live noisily in student 'ghettos'.
- *The dearth of protections for long-term residents is rarely mentioned*. Even restrictive property covenants appear to be disregarded eg: in the case of the houses on the Sheraton Park estate, where some householders believed their neighbourhood was protected from studentification by property law.
- The Durham Constabulary Architectural Liaison Officer is a statutory consultee whose views hold some weight eg: in the 10 High Wood View 2019 Appeal Durham Constabulary is quoted as '*not objecting to the proposal*' which indicates that '*the problems which can arise in undermining settle communities would not occur*'. However in the case of the conversion of the Nevilles Cross Bank newsagent into an HMO, Durham Constabulary writes that an HMO '*could have an adverse impact on the amenity of existing residents*' as '*in our experience ...HMOs generate more noise, antisocial behaviour, nuisance in the form of litter ...linked to students wanting to hold parties in an HMO free from constraints of university accommodation.*' It is unclear what data the police draw on to formulate their comments and why 10 High Wood View is assessed

¹³ See Tyler's lecture on HMOs on YouTube <https://www.youtube.com/watch?v=1gJgsmAeaH8> and the National HMO Lobby publication 'Balanced Communities and Studentification' <http://www.hmolobby.org.uk/39articles.pdf>

differently to Nevilles Cross Bank. It might be, for instance, police statistics on call outs, warnings and prosecutions over anti-social behaviour in the vicinity of the property under consideration. This is not specified.

- Residents are not treated as full-blown legitimate consultees and their views can be arbitrarily dismissed as '*anecdotal evidence*' (as in the Mistletoe Street 2019 Appeal). Policymakers rely primarily on statistical, financial, and other forms of technical data as their basis for decision-making and disregard/underestimate the value of the narratives of the members of the public who are or will be affected by a particular piece of regulation, who have local knowledge. There is a gap between aspirations to effective civic engagement and engagement in practice. What sort of evidence from local residents would qualify as 'firm' and 'robust' – diary records, recordings, photos, police call outs, door to door surveys? In the Jackie Levitas/Waddington St 2017 Appeal the '*appellant's door to door survey*' was not considered independently verified therefore '*should be treated with caution*'. Similarly, in the case of 56 Dalton Crescent '*alternative means of data collection such as door knock style surveys*' were not '*sufficiently robust*'.
- Neighbourhood notifications are a waste of time if notifications are only sent to neighbouring houses occupied by students, who throw them in the bin. The value of placing notifications in the Northern Echo also has to be queried as the average circulation is now only 19,000 across the entire county¹⁴. Neighbourhood notifications need to be sent to property owners, landlords and letting agents, and neighbourhood groups, not short-term tenants/students. Is the notification system fit for the 21st century?

6. Policy suggestions

- Expert and comprehensive work is being done by NPF and DPC members with considerable expertise in planning. They have formulated additions and omissions to the draft Neighbourhood Plan IPSA policy ie: count the student population and apply IPSA if the student population exceeds 20% of the total population within 100 metres of an HMO application site, apply IPSA to new HMOs and extensions to HMOs, extend IPSA to cover the entire city.
- Clause (e) is really difficult. I come down on the side of taking the specific circumstances into consideration, rather than specifying a saturation % point, in order to protect the last remaining long-term residents and remnants of their neighbourhoods (such as Whinney Hill), and also to protect householders when they need to sell their properties and cannot unless they can sell them as C4 properties (such as Jackie Levitas, for instance).
- By saying this I am taking a stand in favour of remaining hopeful about rebalancing communities, and against assumptions that it is acceptable for parts of the city centre and areas around the university to be completely taken over by landlords.
- Ongoing work on strengthening the evidence base on people and on properties in Durham City is invaluable. The following might be helpful:
 - draw up a chart listing the DU colleges and total beds (5,700 beds), the PBSAs and total beds, the 5+ bed HMOs on the Public Register.
 - estimate the number of other HMOs – analyse DU data and landlord websites and carry out a formal DPC door to door survey

¹⁴ <https://www.abc.org.uk/product/9859-darlington-the-northern-echo>

- work out the % of C4 HMOs balanced against the % of C3 homes.
- work out the % of student residents in the Durham Parish Council area balanced against the % of longterm residents. The DCNP stated the balance was 54% students in 2011 based on the census ¹⁵. Is the % now nearer 65%?
- work out the loss of council housing built since the 1920s/1940s as decent and affordable housing for long-term Durham residents eg: Whinney Hill, Oswald Court, Elvet Crescent.
- list the % of affordable rental and purchasable housing in Durham City centre in 2019 – is there any left? And age-friendly housing – how much is there?
- It would also be helpful to liaise with neighbouring parish councils about enhancing their knowledge bases. Can the 50+% statistic be extrapolated to Gilesgate and the parts of Framwellgate Moor closest to Durham City?
- It would also be helpful to construct an explicit, succinct, collective 'narrative' for councillors to share with residents/use in policy-making discussions eg:

The Parish Council does not want to demonise students and devalue the university. But the university has grown too large for the city, leaving residents feeling that they are living on a campus rather than in a residential city. Here is the evidence (see below). Students are also victims of the system in that they pay high rents. While landlords are needed, the balance of power, both legal and financial, has shifted too far in their direction. The losses and costs fall disproportionately on the community and students. This is what Parish Councillors have done in response. They presented cogent information at the EIP in 2014, helped DCC formulate a policy, monitored the policy. The policy has some weaknesses. Now Parish Councillors are currently working on improving the policy, drawing on evidence from other university towns and cities across the UK. The Parish Council challenges the assumption that parts of the city are 'lost' to landlords and that the only people who want to and are able to live in the city centre and near the university are students.

- It would also be helpful to construct some cogent visual representations of HMO density similar to the DCC Threshold map which depicts HMO density in the Article 4 area in shades of blue¹⁶. For instance, a map showing eg: all the houses within half a mile of the Bill Bryson library/Palatine Centre and all the streets with only 1 or 2 non-student residents left in them.
- Ongoing work on strengthening the evidence base on studentification across the UK is also very helpful. Could DPC work with the HMO lobby, DCC, DU and other organisations to hold a national conference on studentification?

7. Conclusions in brief

- Use the DU data to highlight the flaws in the DCC data in order to protect the remaining residential areas in Durham City from studentification.
- Explore ways of bringing ideas about the following into C4 objections – character shaped by people not just by buildings, the weakness of C4 property management conditions, the significance of incremental change

¹⁵ <http://npf.durhamcity.org.uk/themes/housing/population/>

¹⁶ <https://www.durham.gov.uk/article/2499/Multiple-occupancy-homes>

and transient residents on community cohesion, the value of everyday lived experience, the ineffectiveness of the neighbourhood notification system.

- Continue to improve the evidence base and collaborate with neighbouring Parish Councils on a collective evidence base for the whole of Durham City.
- Work up a narrative and visual image to illustrate the scale of the problem and underpin policy-making.
- Consider arranging a national conference on student HMOs and PBSAs – Durham may qualify as the 'most studentified' city in the UK?

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 18th June 2019 at 17:30 in Room 1, Alington House. Durham. DH1 3ET.

Present: Councillors E Ashby, J Atkinson, L Brown, J Elmer and M Ross.

Also present: Parish Clerk A Shanley and Amy Mycock (OASES North East).

1. ELECTION OF CHAIR

The Clerk opened the meeting and asked if there were any nominations for the role of Chair. Cllr L Brown nominated Cllr V Ashfield for the role, this was seconded by Cllr E Ashby and unanimously agreed by the meeting.

2. ELECTION OF VICE-CHAIR

The Clerk asked if there were any nominations for the role of Vice-Chair. Cllr M Ross nominated Cllr J Elmer for the role, this was seconded by Cllr E Ashby and unanimously agreed by the meeting.

In Cllr V Ashfield's absence, Cllr J Elmer took the Chair.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs V Ashfield and D Freeman

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr L Brown declared an interest in item 7 of the Agenda.

5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 21st MAY 2019.

The Minutes of the meeting held on 21st May were unanimously agreed as a true and accurate record of proceedings.

6. MATTERS ARISING

The Clerk reported that the issue of the A167 would continue to be a priority for the Environment Committee.

7. PRESENTATION BY AMY MYCOCK, PROJECT OFFICER AT OASES (OUTDOOR AND SUSTAINABILITY EDUCATION SPECIALISTS).

The Chair welcomed Amy Mycock from OASES to the meeting who was attending to provide information about what OASES does as an organisation.

Amy advised that OASES primarily works with schools to ensure that young people have access to outdoor learning experiences and global sustainability education. Through it's work OASES hopes to create a more sustainable world where all children can thrive. We aim to inspire, motivate and engage young people by providing them with exciting educational experiences that will lead them to be enthusiastic learners.

Amy provided an overview of a recent project OASES is working on called Planting Up Neville's Cross.

Amy advised that Planting Up Neville's Cross aims to make Neville's Cross a greener and more colourful neighbourhood through community planting of trees, bulbs and flowers. Two primary schools (Neville's Cross Primary and St Margaret's Primary) and one secondary (Durham Johnston School) have been approached to be involved in the project. The schools will each receive:

- A whole school assembly/focus group presentation - to raise awareness of the project and encourage attendance at the community events (followed by a community bulb planting event).
- A class/focus group workshop - on the importance of urban trees (followed by a community tree planting event).
- A class/focus group workshop - on the decline of wildflowers nationally and their importance for biodiversity and pollinators. The opportunity to make a 'wildflower seed bomb' (followed by a community wildflower ground preparation event).
- A class/focus group site visit - to sow the wildflower seed bombs on the ground prepared through the community event.

Amy advised that whilst the main aim of the project is to enhance the local environment for years to come, benefitting the people who live and work there, by involving the young people of Neville's Cross in the project we hope to engender both care and pride in their neighbourhood.

The community of Neville's Cross have been consulted about the project and have had their say on the sort of planting that they would most like to see this project deliver: There are over 100 individuals who are part of the Neville's Cross Gardeners community group. A meeting took place to discuss community growing in Neville's Cross, and it was apparent there was a lot of interest in gardening beyond private gardens in the area. An initial survey on the type of vegetation people most wanted to see was completed by over 60 people on Neville's Cross Residents Facebook group. The results in order of popularity were 1) trees which can help to reduce air pollution, followed by 2) wildflowers in bare ground, 3) shrubs

Amy also advised that OASES had also been working to install more edibles in the City centre and was keen to hear the Parish Council's feedback on this.

The Clerk reported that OASES had submitted a grant application for the Planting Up project and it was **agreed** that Amy should attend the first meeting of the A167 Working Party meeting to see how OASES's priorities were aligned with the Parish Council's on this aspect of the Environment Committee's work.

8. PUBLIC PARTICIPATION.

None received.

9. ENVIRONMENT AWARDS 2019

The Clerk reported that nominations were now open for the County Durham Environment Awards which reward great design, environmental guardianship and community spirit in County Durham.

The County Durham Environment Awards is an annual event rewarding projects that demonstrate great design, environmental guardianship and community spirit across the county. Nominations are now open for the 30th anniversary County Durham Partnership Awards.

The Clerk reported that these Awards are hosted by the County Durham Environment Partnership, with the aim of recognising the efforts of a range of organisations and individuals through a series of award categories.

The Chair expressed some concern about the involvement of one particular sponsor of the event.

It was **agreed** to defer decision on whether to participate or nominate an individual or organisation until further details about the Awards could be found out.

10. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES,

i) Update on Good Neighbour scheme

Cllr E Ashby reported that she and the Clerk had met with Charlie (DSU volunteer coordinator) to set the parameters for the project. Cllr E Ashby also reported that an advert had gone out seeking a programme leader for the Good Neighbour Scheme. At present, there had been no further feedback.

Cllr E Ashby also reported that the local Residents' Groups and Age UK ought to be consulted to find out where the needs were and which residents were in a particularly vulnerable category during times of bad weather. It was agreed that this should be done once the volunteer coordinator was in post.

Cllr E Ashby also reported that she had attended an event of the DSU highlighting the work of student volunteers and had found this event and the work of the students to be incredible.

ii) Update on Clean and Green tasks

Cllr M Ross reported that she and Cllr V Ashfield had met with an individual who was keen to apply for the work to carry out litter picking, road sweeping, street sign cleaning. The Clerk reported that this would be more complicated than originally envisaged. Following consultation with DCC officers, the Clerk advised that licenses to move and dispose of waste would need to be sought, as well as a permit to be able to use the DCC waste centres. The Clerk advised that he felt it would be easier and cheaper to use DCC's own service and enter into an SLA with DCC for an enhanced service to that already provided. When considering the budget implications, the Committee agreed to postpone this scheme to the next financial year.

The Clerk advised that he had been made aware of a scheme carried out by other local authorities to provide residents with so called "stubbies" which were essentially portable, sealable pocket ashtrays which offered the opportunity to include branding and communicate messages to the public. The Clerk reported that other local authorities had carried out this scheme with a successful outcome. The Committee agreed that cigarette-related litter was an issue for the city centre and it was agreed that the Clerk should source a supplier for the provision of these pocket ashtrays and put a proposal to Full Council in June.

The budget to pay for this could be taken from the £5,000 allocated towards additional grass cutting in the Parish. £3,500 was taken from this budget to carry out this scheme. Members were also in agreement that local premises should be encouraged to sponsor the pocket ashtrays as an additional show of commitment to the scheme.

iii) Involving young people

Cllr M Ross reported that she and the Clerk had met with a representative of DCC's transport team to look further into the proposal of subsidising transport for 16-18-

year-old pupils of the schools within the Parish. Unfortunately, the budget allocated of £5,500 towards such a scheme was greatly insufficient as such a scheme would require upwards of £400,000 of funding and a scheme of subsidised transport already existed with certain operators. Cllr M Ross advised that she felt it may be a case of simply signposting pupils to the relevant scheme for them to ensure everyone eligible is benefiting from this.

Cllr M Ross advised that she would carry out further consultation with the schools to seek an alternative scheme for involving young people.

iv) Business frontages

The Clerk reported that the £3,000 towards a Best Christmas Frontage Awards had been approved by Full Council. It was agreed that the Awards should be advertised from early September to ensure maximum involvement. The Clerk reported that he and Cllr J Atkinson would be meeting to arrange the structure of the Awards process and the Awards presentation ceremony.

v) Update on Neighbourhood Warden SLA following meeting with Belinda Snow, DCC Neighbourhood Warden Manager.

The Clerk reported that he and Cllr M Ross had recently met with Belinda Snow and the SLA was now in place, with the new Neighbourhood Warden due to take up post on 1st July.

Cllr E Ashby felt that more information for residents was needed on how this would work. The Clerk confirmed that he would put some guidance notes together for circulation to the various Residents Groups. The Clerk also advised that he would seek some branding for the Warden to wear to ensure that the Parish Council received the recognition for funding this additional service.

vi) A167

It was agreed that the first meeting of the A167 Working Party should take place in June with local Residents Groups invited along with Amy from OASES. A report to the next Environment Committee would illustrate the tasks for the Working Party.

11. AOB

None received.

12. DATES OF FUTURE MEETINGS.

It was agreed that the next meeting of the Environment Committee should take place on 16th July 2019 at 13:00pm.

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 Licensing Committee held on Friday 28th June 2019 at 14:00 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

Present: Councillors L Brown, E Ashby, A Doig, D Freeman, R Cornwell and C Reeves

Also present: A Shanley (Clerk)

Cllr L Brown in the Chair

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

None received

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received

3. PUBLIC PARTICIPATION

None received

4. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 31st MAY 2019

The Minutes of the meeting held on 31st May 2019 were unanimously agreed as a true and accurate record of proceedings.

5. UPDATE ON RECENT LICENSING APPLICATIONS.

The Chair reported that the minor variation to the license requested by Urban Oven had been accepted.

The Chair also reported that the license application for Odeon had been accepted with a number of conditions attached to the license in relation to the training of staff involved in alcohol sales and the off-premises sale of alcohol will be limited for sales made for consumption of alcohol on the Odeon's terrace area only (this will be permitted until 10pm). Odeon would also be providing signage to its premises to remind its patrons that they are in a residential area and therefore must leave quietly.

Cllr E Ashby advised that she felt the term "due to lack of evidence" was used a lot in the determination of the Odeon application and felt this was illogical due to the application being for a new premises. The Chair reported that the way in which other franchises of a particular business chain are usually considered. Cllr E Ashby felt that due diligence ought to be applied for considering new applications from business chains and the Committee should consider how other franchises operate to inform their decision-making of a new license application.

6. PROGRESSING THE PARISH COUNCIL LICENSING TRAINING CONFERENCE

The Clerk reminded Councillors that the budget of £1,000 had been allocated towards this event by Full Council at the June Full Council meeting. The Clerk also reported that he had spoken with a barrister who has authored a number of licensing books and he had agreed to be the training provider for the event. The barrister felt this was a fantastic idea and one which other local authorities should aim to do.

The Committee discussed location and timing of the event and agreed that an evening conference event (starting from 17:30pm – 18:00pm) should take place potentially in the Gala Theatre in late September/ early October time.

It was also hoped that the local MP, Durham Police and DCC Licensing team would attend this event to provide information to local residents.

7. APPLICATION TO PLACE TABLES AND CHAIRS ON THE HIGHWAY - HOTEL INDIGO, OLD ELVET, DURHAM CITY, DH1 3HL

The Committee discussed an application by Hotel Indigo to place tables and chairs on the public highway. The application had been discussed at the last Parish Council Planning Committee who had agreed to object to this. The Licensing Committee agreed to submit the following objection:

"The Parish Council considered this application at both the licensing and planning committees on the 21st and 28th June and would like to thank Highways for the opportunity to take part in the consultation. In our opinion placing street furniture on this part of Old Elvet is not a practical proposition. I understand the secretary of Durham City Access Group has already written in with his reservations but we would like to add our own. Firstly, we note that there are no timings for this application and would appreciate an idea of when the tables and chairs will be on the pavement. Secondly there is already sitting out space attached to the Hotel Indigo coffee shop and we feel that any further external seating is going to act more as advertising than overspill. Which brings us to our third point; if permission is granted the area must be delineated by a barrier and we feel the applicant should have to apply for advertising permission if it is to act as signage. Finally, we would like assurances that no alcohol is to be drunk within this outside seating area."

8. TO CONSIDER THE FOLLOWING LICENSING APPLICATION:

The Holy Grale

The Committee considered to an application to vary this premises' license as follows:

To apply to add off sales of alcohol Monday to Saturday 12.00pm to 11.00pm, Sunday 11.00am to 11.00pm, New Year's Eve until midnight.

To extend opening hours of the premises from 10.00pm to 11.00pm Monday to Sunday, New Year's Eve until midnight.

Remove the following conditions from the operating schedule of the premises licence:

"when numbers exceed 32 seated and 12 standing admittance will be refused"

"prompts are in place on the till to ask for ID in all cases that the person be deemed under 25"

Councillors agreed not to object to the operating hours as requested in the license variation as this is in line with other local premises operating in this area.

It was agreed to note this application, with the proviso that the Clerk write to the Licensing team stressing that numbers in the premises should be limited to a maximum of 50 patrons and that Challenge 25 be rigorously enforced by the premises' staff.

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

Signed,

Chair of City of Durham Licensing Committee

ITEM 8: PROPOSAL TO BECOME A SPONSOR OF DURHAM LUMIERE 2019

Artichoke (the company which organises Durham Lumiere) has invited the City of Durham Parish Council to become an Installation sponsor of Lumiere Durham 2019.

Celebrating ten years since the first festival in 2009, Lumiere Durham 2019 will continue to provide creativity and innovation in outdoor artwork and festivals. Working with artists and light designers from around the world, 30 light art installations will feature in the four-day festival all across the city. Lumiere Durham 2019 will transform the architecture and landscapes that we see every day, creating a setting that seeks to challenge perceptions of how we use and interact with the world we live in.

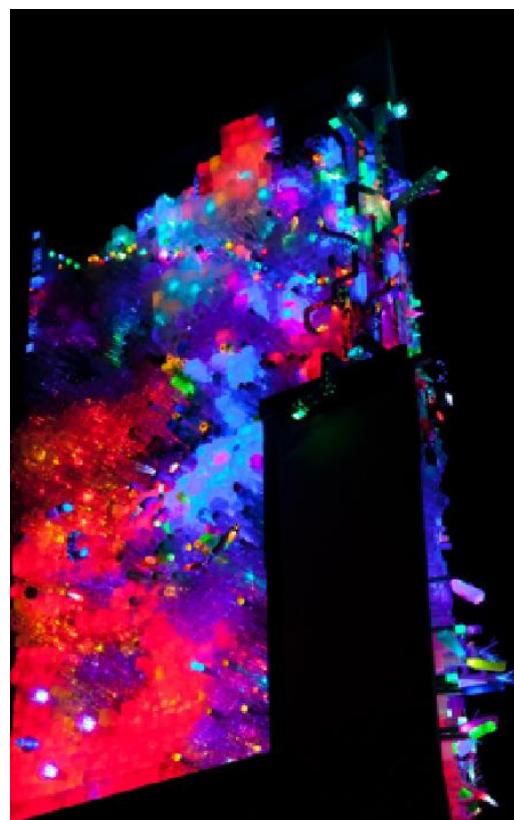
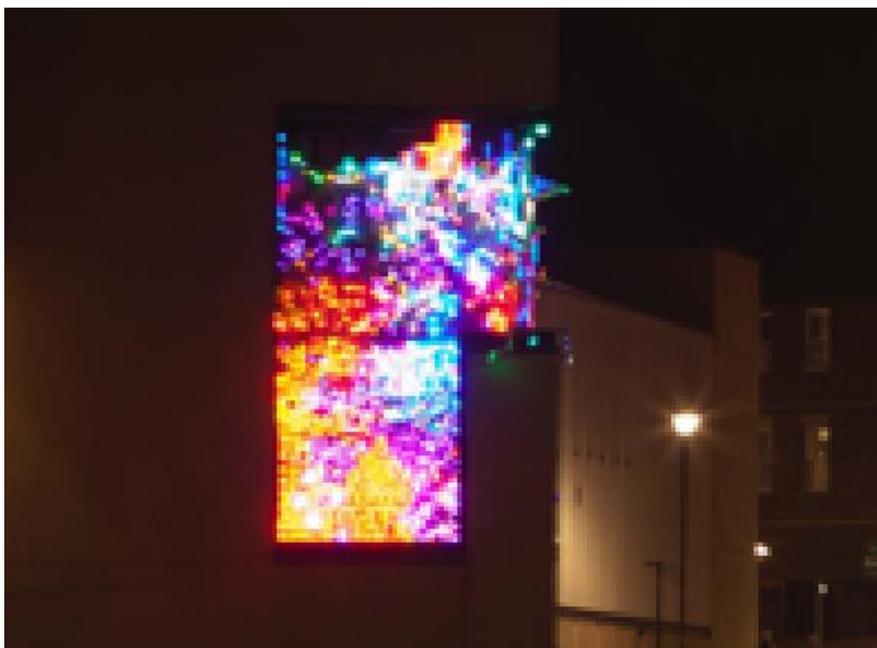
2017 saw over 240,000 visitors, with an economic impact of over £7.6 million (independently evaluated). Over 1,000 community participants in various artistic projects

Artichoke has asked if the City of Durham Parish Council would consider sponsoring the installation of the Fusion art work piece for the 2019 festival. Details of this piece can be found below:

Fusion

Location: Walkergate Building Fusion

Description: A piece from 2011 is returning to the festival. Fusion is made entirely from everyday objects, usually discarded in their millions, such as milk bottles and pipes and illuminated with LED lights. Visually stunning from a distance and beautifully intriguing up close, this unique light sculpture crafted an intricate tapestry of colour and texture that both surprised and delighted audiences.



The event will be taking place from the 14th – 17th November 2019 and the cost for sponsoring this piece would be **£3,000 (ex VAT)**. Should the Parish Council agree to

become an Installation sponsor for Lumiere Durham 2019, Artichoke would provide the following digital & print promotion:

- Line accreditation as a Lumiere Durham Sponsor in the official printed festival programme distributed to the public before and during the event. 40,000 copies printed in 2017
- Copies of the festival programme supplied to sponsor
- Corporate visibility as Lumiere Durham Sponsor at the Opening Night Reception and additional events through logo boards, banners etc
- Line accreditation as a Lumiere Durham Sponsor in the Gala Dinner programme, hosted on the eve of Lumiere Durham 2019
- Use of a specially produced digital toolkit to support your internal and external messaging, which includes access to images, video content, logo suite featuring bespoke Lumiere Durham supporter logos, press releases, social media information and key dates
- Dedicated support from Artichoke communications team
- Provision of template announcing our support, allowing you to tailor your own targeted release
- Line credit as a Lumiere Durham Sponsor on all press releases in the lead up to and during the festival

**DECISION
REQUIRED**

For Members to decide whether they wish to become installation sponsors of Lumiere Durham 2019 and fund the Fusion art piece at a cost of £3,000 (ex VAT).

ITEM 9: UPDATE ON REMEMBRANCE SUNDAY PLANNING

As Members are aware, at the last Full Council meeting, the City of Durham Parish Council agreed to take over civic ownership of the Remembrance Sunday event in Durham City. The below report is simply to act as an update to Members on the planning for the event so far:

The Parish Clerk is seeking permission from the University for the temporary occupation of Palace Green and from the City Centre Manager for the temporary occupation of the Marketplace. Both are aware of the event taking place this year as usual and this is a formality. The Clerk is also checking with the City Centre Manager on how the event will impact on preparations for Lumiere Durham 2019 and whether any planning around these preparations needs to take place.

The event will now be covered by the Parish Council's own public liability insurance at an additional charge to the Parish Council of £130. The Clerk is organising a Risk Assessment in addition to the Police's own security assessment (SECO assessment) for the event.

A representative from the army has confirmed that they will apply for a road closure order; this would be done free of charge by the County Council as per their own policy for Remembrance Sunday. The Clerk is however organising traffic management support (including four road closed signs and advances) – the County Council has a preferred supplier for this who charge approximately £200 for the service on the day. The Parish Council will also be funding the Hostile Vehicles Mitigation (HVM) measures and engage the County Council's Highways Services Division to do this. The HWMs would cost in the region of £1,200.

The closure points 10:30 – 13:30 using welfare vehicles would be:

1. Framwellgate Bridge (no entry signs near fighting cocks PH)
2. North Bailey just below the entrance to Hatfield College Car Park
3. Claypath junction with Providence Row
4. A690/ One-way slip (side of library)
5. Two-way slip above Prince Bishops mini-roundabout

Dave Lewin, DCC Highways officer has confirmed that the Parish Council could organise this through the County Council as they have a preferred supplier for this. The Clerk will also be letting local traders in the affected area know about the plans for the event.

The order of service within the Cathedral would be managed entirely by the Clergy of the Cathedral and the Parish Council would not have any involvement with this but the seating of the Parish Councillors will be arranged with the Cathedral.

The Parish Council would be expected to lay a wreath on Remembrance Day and the Chair of the Council would do this on the Council's behalf. Arthur Lockyear has arranged for the wreath to be provided.

As of right Durham City Parish Councillors would now form part of the official procession from the Cathedral to the Town Square with their position in this procession to be determined in due course.

In terms of the bands and regiments in the ceremony parade, Arthur Lockyear has arranged for 4 military bands to parade with the various regiments and civil organisations that make up this parade.

Councillor Grenville Holland has also been supporting Arthur Lockyear with the sponsorship of the event and has been in contact with all the local banks and it is hoped that they will be able to sponsor the 4 bands at £300 each.

Councillor Holland has also been liaising with Mr Arthur Lockyear on the bands and regiments and has confirmed with the DLI that any Germans (from either former prisoners of war, those who stayed on in 1945 and any nominated by the German Embassy) would be welcome to parade with the DLI who will be writing to confirm this arrangement formally to the Clerk. This is a unique decision and a first for the parade in Durham City.

At the last meeting, Councillors also agreed to sponsor some aspect of the Remembrance Day event.

Arthur Lockyear has also circulated details of a fundraising event to take place on 28th September at Durham Masonic Hall. A number of Councillors have contacted the Clerk asking that Members be encouraged to attend this event as the funds raised go towards funding the event on Remembrance Day.

ITEM 10: DCC MARKET TRADER PERMIT ONLY PARKING CONSULTATION

The Parish Council has been invited to respond to a consultation by Durham County Council for the introduction of reserved restricted bays for 'Market Permit Holders Only Saturday 6am-10am'.

This is proposed to take effect on the closure of The Sands car park, which is where the current Market vehicles park (pay and display).

The Market Traders will not be able to access the multi-storey car parks due to their height restrictions and will require a location to park during Market trading days.

The proposed area for parking is on Providence Row by the Sands Flats (see attached map). The traders will be issued with a Permit which will explain that they still require to pay and display. The 10 restricted bays will not be accessible during the Saturday morning timings to non – market traders who do not possess a valid permit.

Councillors are reminded that the Parish Council did object to the proposals on 26th April this year when an initial invitation for comments was made by the County Council. The grounds for objection related to the fact that the proposed parking is only to be in operation on a Saturday when the market takes place throughout the week, the proposed new parking permit area is 100m further from the market than the current one and the potential loss of residential parking. No amendments to the scheme have been put forward in relation to any of these matters.

The proposals currently being consulted on are still to introduce Market Trader Permit Holder only parking on Providence Row Car Park opposite no.1 for 10 bays in a north easterly direction on Saturdays between 6am and 10am.

The proposed scale of charges for the proposed parking zone are as follows:

0-2 hours: £1.20
2-3 hours: £1.80
3-4 hours: £2.40
4-5 hours: £3.00
5-6 hours: £3.60
Over 6 hours: £6.00

As part of the Order to introduce the reserved restricted bays, a new Article 7 has been inserted which reads:

Permits

(1) Any trader who is the owner of a motor vehicle may apply to the Council for the issue of a permit to enable the vehicle to use the parking place specified in Schedule 1 to this Order, on the days and during the times specified in that Schedule.

(2) An application for a permit shall be made on a form issued by the Council or its agent and shall be returned, when completed, to the Council or its agent.

(3) The Council or its agent may at any time require an applicant for a permit to produce to an officer of the Council or the agent such evidence in respect of an application as they may reasonably require to verify any particulars or information given to them.

(4) On receipt of an application, made under the foregoing provisions of this Article, the Council or its agent, upon being satisfied that an applicant is a trader may issue a permit in respect of that traders vehicle to enable it to wait in the parking place referred to in paragraph (1) of this Article.

(5) A permit holder may surrender a permit to the Council or its agent at any time and shall surrender a permit to the Council or its agent on the occurrence of any of the events set out in paragraph (7) of this Article.

(6) The Council or its agent may, by Notice, in writing served on the permit holder, at the address shown by that person on the application for the permit or at any other address believed to be that persons residence, withdraw a permit if it appears to the Council or its agent that any of the events set out in paragraph (7) of this Article has occurred and the permit holder shall surrender the permit to the Council or its agent within 48 hours of the receipt of such Notice.

(7) The events referred to in the foregoing provisions of this Article are:-

(a) the permit holder ceasing to be a trader;

(b) the permit holder ceasing to be the owner of the vehicle in respect of which the permit was issued; or

(c) the vehicle in respect of which such permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in this Article.

(8) A permit shall cease to be valid at the expiration of the period specified thereon or on the occurrence of any of the events set out in paragraph (7) of this Article, whichever is the sooner.

(9) If a permit is mutilated or defaced or the figures or particulars on it have become illegible or the colour of the permit has become altered by fading or otherwise, the permit holder shall surrender it to the Council or its agent and may apply to the Council or its agent for the issue of a replacement permit.

(10) If a permit is lost or destroyed, the permit holder may apply to the Council or its agent for the issue of a replacement permit.

(11) The provisions of this Article shall apply to a replacement permit and an application for such a permit as if it were a permit or, as the case may be, an application for a permit.

(12) Upon the issue of a replacement permit, by virtue of the provisions of paragraphs (9) and (1) of this Article, the permit it replaces shall become invalid.

(13) A permit shall be in writing and shall include such information or particulars which the Council may determine including:-

(i) the expiry date of the permit or the period during which, subject to paragraph (5) of this Article, the permit shall remain valid;

(ii) an authentication that the permit has been issued by the Council; and

(iii) the registration mark of the vehicle for which the permit has been issued.

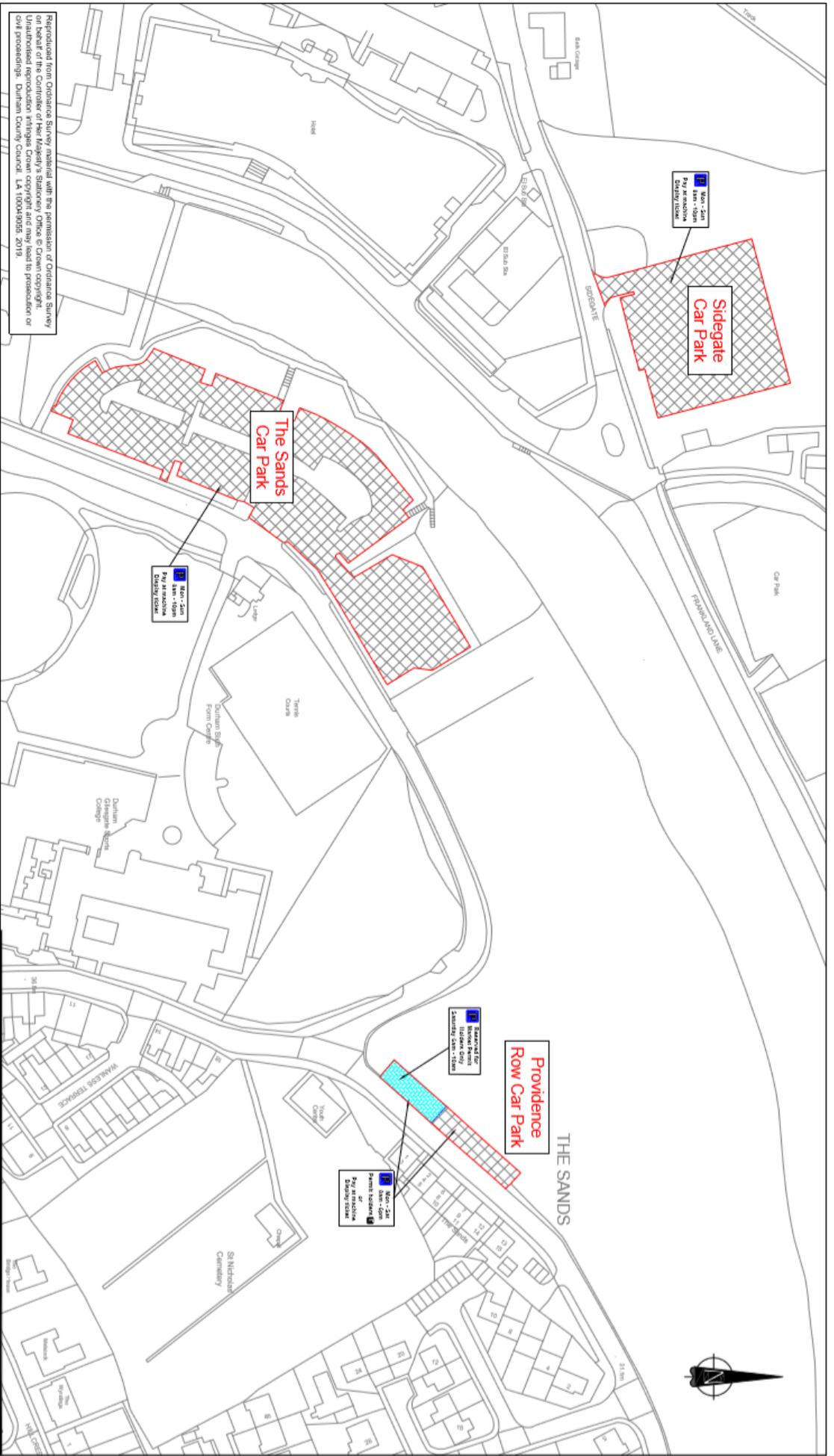
(14) When a vehicle, for which a permit has been issued, is left in a parking place, designated under Article 7(3) of this Order, there shall be displayed on the front of the vehicle a valid permit so that the information and particulars referred to in paragraph (13) of this Article are readily visible from outside the vehicle.

(15) When a permit has been displayed on a vehicle in accordance with the provisions of paragraph (14) of this Article, no person, not being the driver of the vehicle shall remove the permit from the vehicle unless authorised to do so by the driver of the vehicle.

(16) Where an authorised officer of the Council or its agent has reasonable cause to believe that a permit issued in accordance with the provisions of this Article has been wrongly acquired or is a forgery, he may detain the permit or require its submission under the provisions of Section 116 of the Act.

The Market Company Manager has discussed the issue with the Clerk and has offered to provide results from a survey of all Market traders on the proposals and these will be provided to Councillors at the meeting.

DECISION REQUIRED	For Members to agree a response to the consultation on the reserved restricted bays for 'Market Permit Holders Only Saturday 6am-10am' as outlined in the above report.
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Proposed amendment for Market Permit Holders Only
Sat 8am-10am. Then Reverts to Permit Holders (P) or Pay and Display for all vehicles

Off Street Car Parks

Drawn By	Checked By	Approved By
P. Broxton	June 19	

Description Of Amendments

Row	Amend	Name	Date	Sign

Durham
County Council

STRATEGIC
TRAFFIC
MANAGEMENT
CORPORATE DIRECTOR OF
REGENERATION & LOCAL
SERVICES

COUNTY HALL, DURHAM, DH1 1TA

Project: Off Street Car Parks Durham

Drawing: **PROPOSED**

Scales: 1/1250 @ A3

Project/Drawing No. TM/40038/19/190

Rev: _____

ITEM 11: RESPONSE TO DURHAM HISTORY CENTRE CONSULTATION

The Parish Council has been invited to make comments on the consultation relating to the proposed new history centre at Mount Oswald Manor House.

Councillors are reminded that plans to create a new history centre were approved by the County Council in January 2019 following consultation. It is proposed that Durham History Centre will bring into one central location the story of the history and heritage of the county, as told through historic records, photographs and objects. The proposals will bring Mount Oswald Manor House back into use, adding an extension to the existing building. It will also be the new home for the Durham Register Office offering enhanced facilities for weddings and civil ceremonies in a historic setting.

Previous consultations found there was support for a co-located facility, with public transport links, digital access and modern research facilities. Feedback to the consultation also included a desire from residents to see the DLI/military collection being included in the new centre, which the County Council has agreed to. Residents also advised that their key priorities for the new centre were exhibitions, multi-media access to collections, adult talks and behind the scenes tours.

It is hoped that the extension will provide space for exhibitions, activities and events, which celebrate the county's history as well as a secure home for the heritage collections. There will be a destination café for all as well as a catering offer. The plans also include space to view original historic documents and objects both physically and digitally and a dedicated volunteer room. A dedicated classroom will also be provided for children and schools countywide.

Countywide activities and exhibition programme

- Free entry to the permanent and temporary exhibitions exploring the history of County Durham.
- A facility to learn about the lives of people and their stories through the countywide outreach programme.
- Exhibitions will showcase the history of County Durham from pre-history through to the modern day.
- Activity programme with storytelling sessions, behind the scenes tours, volunteering opportunities and community projects.
- Education programme for local schools.

Five heritage collections will move to Mount Oswald:

- **Durham County Record Office archive:** all material covering the last 900 years of County Durham and Darlington, including the DLI written and photograph records, will move from County Hall

- **Births, deaths and marriage records:** 200 years of historic birth, death and marriage records currently held at Bishop Auckland Register Office
- **Durham's Historic Environment Record:** information on the human impact on Durham and Darlington's landscape from the first settlers up to modern times and currently held at County Hall.
- **DLI objects collection:** covering the 200-year history of the Durham Light Infantry regiment currently held in Spennymoor. This collection will be reunited with the written and photographic record held in County Hall for the first time since 1998.
- **Items from the local studies reference collection:** original research materials and rare editions on the county's heritage, currently held at Durham Clayport library. Any copies will remain in the library.

Register office services

- It is hoped that the new building will also provide an enhanced facility for weddings and civil ceremonies for up to 100 guests.
- Mount Oswald will be the new home for the register office at Aykley Heads House and Bishop Auckland Register Office.
- A facility to register births and deaths will continue at Bishop Auckland, Consett, Stanley, Seaham, Chester-le-Street, Barnard Castle, Stanhope, and Crook

The consultation on the plans runs until the 28th July.

Initial comments from City of Durham Parish Council Members on the proposals:

The Clerk wrote to all Members in advance of the meeting and the feedback received was as follows:

Design of the building

Members felt that the plans will bring the Mount Oswald Manor House back into a good public use.

Members felt that the design of the extension is very good because from the front it will be semi-transparent and completely different to the Mount Oswald heritage building and therefore minimise any detracting that would be caused by a more solid extension structure.

Members felt that parking in particular would be a big problem at the new centre, especially as the new centre only has two dedicated spaces for disabled car parking, this does not make the centre very accessible to all visitors.

Members would also like to know that the new building will meet a green-standard on carbon emissions.

The principle of the plans

Members felt that the plans to provide an enhanced facility for weddings and civil ceremonies should be applauded

Members also felt that the plans to include the DLI/military collection in the new centre ought to be applauded.

Members felt that the principle of moving the Local History Collection from its present town centre location is not good because it makes it significantly less accessible, especially as the opening hours are going to be reduced at the new location.

**DECISION
REQUIRED**

For Members to formally agree how they wish to respond to the consultation on the new Durham History Centre in light of the information as set out in the above report.

ITEM 12: PARISH COUNCIL RISK REGISTER

Members will recall that one of the action points arising from the Annual Internal Audit 2018/19 was the establishment of a risk register for the Parish Council.

The Clerk has provided the attached report as a summary of the key risks to the Parish Council achieving successfully its priorities and service objectives. The impact of each risk has been classified as either high, medium or low. At the same time, the report also illustrates how likely a risk is to occur and this again is classified as high, medium and low categories. It is hoped that these assessments will enable the Parish Council to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating each risk, the Clerk has also provided information on proposed measures to take in order to avoid, reduce or control the risks or their consequences. The Parish Council's internal auditor will have a role in reviewing the effectiveness of control measures that the council decides to put in place.

The need to establish a risk register is essential as risk management is central to the Parish Council's strategic management. The attached report seeks to serve the Parish Council's ability to identify and address the risks associated with what it does and the services the Council provides.

Members should note that risk management is not just about financial management; it is about achieving the objectives of the Parish Council to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and the ability to achieve desired targets. There is a need for the Parish Council to keep under review and strengthen its own risk assessment arrangements, thereby improving stewardship of public funds and providing positive and continuing assurance to local residents.

Local Parish Councils currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should, at least once each year:

- take steps to identify and update key risks facing the council;
- evaluate the potential consequences to the council if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences

Support for Parish Councils wishing to improve their risk management arrangements is available through consulting NALC and SLCC directly, and/or the council's insurance provider.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to adopt the attached report as the Parish Council's risk register, together with the proposed measures included in the report to mitigate these risks.2) For Members, alongside the Clerk, to commit to regularly review the risks associated with the work of the Parish Council and update the register where applicable.
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ITEM 13: REPORT OF PARISH COUNCIL MEETING WITH DURHAM UNIVERSITY ON THE UNIVERSITY MASTERPLAN.

1. The Parish Council had kindly been invited by Durham University's Director of Estates to receive an update on the University's Masterplan. This is the development programme to deliver the buildings and infrastructure supporting the University's Strategy to increase student numbers in Durham City from 15,500 in 2016/17 to 21,500 in 2026/27.
2. The meeting took place on 4 July 2019. Cllrs Cornwell and J Ashby together with the Clerk attended; the University was represented by David Loudon and Matthew Wright of the Estates Department and by Faith Folley of DPP Consulting. Also in attendance were Sue Childs and John Lowe of the Parish Council's Neighbourhood Plan Working Party.
3. The University had asked that the meeting also include an update on the Durham City Neighbourhood Plan. Cllr Cornwell made the presentation and he and members of the Working Party responded to questions, notably concerning Observatory Hill and the Plan's proposals to designate Observatory Hill as a Local Green Space. The University has no current plans to build there, but wishes to have flexibility beyond the period of its Masterplan.
4. The University Masterplan presentation by David Loudon set out in considerable detail the current intentions and timetable for achieving the very significant building programme. Highlights included:
 - The new John Snow College, the Mathematical Sciences and Computer Sciences building, the Teaching and Learning Centre on St Mary's Field, and the expanded sports facilities at Maiden Castle are all progressing well.
 - There is a current planning application for a pedestrian and cycling 'super-route' parallel to South Road. This has now been amended in the light of helpful comments from the Parish Council, the Students' Union, and others.
 - The University will submit by the end of July a planning application for the new Business School on the site of the old swimming baths and adjacent areas in the ownership of the University. Considerable consultations have been held with the local community. Decant space will become available in the old Business School to enable other teaching areas to be refurbished.
 - The Arts Block in New Elvet will be replaced, as will Dunhelm House - the DSU building - subject to it being given protection from Statutory Listing, but no decision has yet been taken about the location of a new DSU building.
 - The Hild/Bede site will be redeveloped to accommodate about 1,000 students.
 - Projects elsewhere on the University Estate will be brought forward through annual reviews of the Masterplan.
 - Climate change considerations are very important to Durham University. It is aiming for environmental sustainability and is collaborating with Durham County Council about sustainable transport.
 - The University is committed to early stage consultation with residents about its proposals.
5. The information provided by the University and its willingness to engage was much appreciated. However, it is evident that the University is committed to fulfilling the

scale and pace of growth set out in its Strategy despite the concerns expressed by many groups, organisations and individuals, notably at the Radisson Blu Hotel event and subsequent Question and Answer event with the Vice Chancellor.

6. In that light, and as the Parish Council has stated in its submission on the Pedestrian and Cycling Super-route, the University should have a full economic, social and environmental impact assessment of the Masterplan. This is not seeking to delay the current projects, but the impact of the totality of developments on Durham City and the wider County should be important to the University Council and is unquestionably important to organisations and people outside the University. At present, the approach is piecemeal; individual developments are assessed as each comes forward and this avoids the fundamental question of whether Durham City can cope with an extra 6,000 students. Already, the Parish Council area is very imbalanced: 17,000 students as compared with 7,000 year-round residents. It would be a most welcome initiative by the University to provide a full impact assessment of the totality of the Strategy Masterplan and its positive and negative impacts on the host city and County.

DECISION REQUIRED	For Members, having considered this report, to agree to request that Durham University provides a full economic, social and environmental impact assessment of the Strategy Masterplan 2016/17 to 2026/27 as set out in paragraph 6 above.
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ITEM 15: ASSET OF COMMUNITY VALUE NOMINATION – FORMER R.W.D MOTOR BODY REPAIRERS BUILDING

The County Council has received a nomination from the Friends of Flass Vale to have the Former RWD Motor Body Repairers listed as an Asset of Community Value under the Community Right to Bid legislation brought in under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

The County Council has to decide whether or not to list the asset by the 2nd September 2019. The decision as to whether the nominated assets are of community value being taken by the Head of Planning and Assets.

Assets that are considered to be of community value will then be added to the 'List of Assets of Community Value' and will remain on the list for five years and a charge will be registered against the property. When the five years have expired, an eligible community organisation can submit a new nomination.

The owner of the property can object to their property being placed on the List and they have a right to an internal review by the Council of the decision to list. Should the owner remain in disagreement with the listing following the internal review, they have a right of appeal to an independent Tribunal. During an appeal process the asset will remain on the List and will only be removed in the event of a successful review or appeal.

Representations on the application need to be made by the 26th July 2019 in order to allow for the Panel meeting to be held and the appropriate delegated Authority to be issued within the prescribed period for determining the nomination.

Members ought to be aware that the building itself is subject to a live planning application (DM/19/00753/FPA) which is currently still pending consideration. The application itself is to demolish the building and construct 6 townhouses in its place. The Parish Council Planning Committee received a number of public representations on this planning application and responded as follows:

"This application was considered by the Planning Committee of the City of Durham Parish Council at its meeting on Friday, March 29th, 2019.

Members expressed deep concern about this proposed development because of its overbearing size, over massing and over dominant concentration of buildings on this site, its relationships to adjacent properties, limited and difficult access, lack of parking opportunities, potential hazardous traffic congestion for which there is no mitigation and its impact on the adjacent nature reserve of Flass Vale.

We recommend its refusal on the following grounds:

The City of Durham Local Plan 2004 offers detailed advice on developments in the centre of Durham City and all of them are saved and carry weight. On environmental grounds this proposed development fails Policies E3, E5A, E6, E10, E16, E21 and E22, all designed to protect the environment and setting of the City. The housing Policies H2, H10, H11, H13 and H14 are also failed by this proposed development. Traffic Policies T10, T11, and T21 deal with the parking and pedestrian safety at this locality and again these are not met by this application. Policies Q1, Q2, Q5, Q6 and Q8 all address the quality of

any development and its relationship to adjacent buildings and the immediate environment. This proposed development is contrary to these policies.

Policies supporting the essential utilities and infrastructure are also contravened: U9 and U13 (which relate to the unstable foundations of unconsolidated glacial sands forming the raised margin of Flass Vale and Back Western Hill) both give cause for concern.

The NPPF offers general guidance to Planning Departments and can never provide the level of detail contain in a carefully constructed Local Plan. Even so, NPPF Section 12, paragraphs 124-132, and Section 16, paragraphs 184-188, offer no support for this application. In particular paragraph 127 requires any development to "function well and add to the overall quality of the area" and be "sympathetic to the local character and history, including the surrounding built environment and landscape setting". This application offers no such reassurance. Finally, we consider that the Coal Authority should be consulted about this application since a search on their web site www.groundstability.com gives the response "From the information currently available to the Coal Authority, a mining report is recommended for this property.

We recommend that you order an Enviro All-in-One, which includes the standard mining report plus detailed, property-specific information on contaminated land, flood risk (in England and Wales), historical land use and natural subsidence hazards."

For these reasons therefore, the Parish Council's Planning Committee recommends refusal and ask that this application be determined by the relevant County Council Planning Committee."

Members are reminded that this building is currently not in use and has not been for some time. The nominated asset should be demonstrated as

- An actual current main use of the building or other land furthers the social well-being or social interests of the local community (for example a village hall) and
- It is realistic to think that the main use of the building or other land will continue to further (whether or not in the same way) the social wellbeing or social interests of the local community.

The right covers private as well as public assets.

Should the nominated asset ever come up for sale, there will be a limited window of opportunity for the nominee to express an interest in purchasing the asset and another window of opportunity to bid to purchase it - 6 months in total.

For these purposes a nomination can be made to Durham County Council for inclusion in their list of assets of community value, provided it is made by

- i) a parish council in respect of land in England in the parish council's area,
- ii) a community council in respect of land in Wales in the community council's area,
- iii) a person that is a voluntary or community body with a local connection



**DECISION
REQUIRED**

For Members to formally agree how they wish to respond to the application from the Friends of Flass Vale to have the Former RWD Motor Body Repairers listed as an Asset of Community Value under the Community Right to Bid legislation in light of all the information as set out in the above report.

ITEM 16: REPORTS FROM REPRESENTATIVES ON LOCAL ORGANISATIONS

- DURHAM ACCESS GROUP REPORT -

Meeting of Durham City Access for All on Wednesday 10th July in Carrville Methodist Church

Below are some highlights of the recent meeting of the Durham Access Group which are relevant to the work of the City of Durham Parish Council:

Vane Tempest Hall have consulted regarding a new lift to improve access and the Oriental Museum has improved its disabled access. There is a new disabled toilet on the Riverwalk but the signage isn't brilliant and it doesn't have a radar key. Apparently local shopkeepers will be keeping an eye on it but members are unsure what will happen after hours.

Since the Access for All map of Durham was published there have been many changes so there is talk about redrawing it (This map is handed out to tourists at the Sands coach park so is obviously quite important). There was also talk about having the map available elsewhere but apparently DCC won't allow it to be given out at the information point or in Town Hall. Cllr Corrigan is investigating this.

History Centre. Parking will be very poor – only two disabled spaces plus a long walk from the park and ride and no bus stop in close proximity.

A discussion took place about disabled access to Lumiere and wondered if it would be possible to arrange a showing for those with mobility and learning difficulties who suffer in crowds. It was suggested maybe something could be arranged around the try out night, which is generally the day before the opening night

Representation has been put into the Neighbourhood Plan Consultation from the group regarding shared footpath/cycling routes which are generally seen as a bad thing

Finally, the Access Group want to raise their profile. Cllr Liz Brown suggested that the Parish/County Councillors might be willing to put notices on their notice boards in the Durham City Area.

REPORT BY COUNCILLOR LIZ BROWN

ITEM 17: PROPOSAL TO PROMOTE THE WORK OF DR FENWICK LAWSON

Councillors are asked to consider a proposal for the Parish Council to carry out an activity to promote the work of Dr Fenwick Lawson, renowned sculptor based in Durham.

A presentation by Dr Lawson's daughter Anna is to be heard at the Full Parish Council meeting in July and Councillors are asked to consider they wish to do something to promote Dr Lawson's work over the years and, if so, consider what format this should take.

Background of Dr Fenwick Lawson's life

Fenwick Lawson was born in 1932 in South Moor, Co. Durham and spent his childhood in the neighbouring village of Craghead. He studied at the Sunderland College of Art (1951–54) and Royal College of Art, London (1954–57), under John Skeaping and under the influence of Jacob Epstein (then in the college working on the Llandaff Christ). In 1958 and 1959, having been awarded the Sir James Knott Travelling Scholarship, he completed his studies by travel in France, Italy and Greece, being influenced by the sculptural masters such as Michelangelo and Donatello and by the simplicity of form in Cycladic art.

In 1961, he was appointed Lecturer in Sculpture at Newcastle-upon-Tyne College of Art and when this merged into Newcastle-upon-Tyne Polytechnic 9 years later (1970). He became a Principal Lecturer and Head of Sculpture before retiring from teaching in 1984.

He has been a member of various bodies, such as the Art and Architects Department of the Bishops Conference of England and Wales (1972–77), the Fabrics Advisory Committee of St. Nicholas' Cathedral, Newcastle-upon Tyne (1991–94), and the Advisory Committee for Historic Churches in the Diocese of Hexham and Newcastle (1995–2000). He was also visiting Lecturer at the Duncan of Jordanstone College of Art, Dundee, Scotland (1987) and at the Royal Academy in London (1987–89). He has been an Honorary Member of the Northumbria Branch of the Royal Institute of British Architects since 1986, and was a trustee of Durham City Trust from 1979 to 1995.

Lawson has been awarded an Honorary Doctor of Letters from Durham University (2008). Durham City's new public sculpture, by Lawson is 'The Journey'. It was unveiled by The Princess Royal on 26 September 2008. Lawson was granted the Freeman of the City of Durham on 10 November 2008.

A list of some of the work of Dr Fenwick Lawson

- Coventry Christ, 1955–1956, St Peter's, Jarrow
- St Michael and the Devil, 1956, St Paul's, Jarrow
- Interaction, 1962, Laing Art Gallery, Newcastle-upon-Tyne
- Holy Family, 1967, Church of the Holy Family, Grindon, Sunderland, Tyne and Wear
- The Risen Christ, 1968, St Paul's, Jarrow
- St Bede, 1970, St Bede's, Washington, Tyne and Wear
- Risen Christ, 1972, RC Chaplaincy, Newcastle University
- Venerable Bede, 1973, St Paul's, Jarrow

- Pieta, 1974–1981, east end of Durham Cathedral since 2004 (shown at York Minster 1984 – 1996)
- Cuthbert of Farne, 1984, Durham Heritage Centre (originally shown in the cloister of Durham Cathedral from 1984 to 1996; full-size bronze cast made in 2000 is on show at Lindisfarne Abbey)
- Risen Christ, 1974, St Michael's, Houghton-le-Spring
- Pulpit Christ, 1976, Southwick Cathedral, London
- Lord of the Dance, 1956, St Peter and Paul, Fareham, Hampshire
- Annunciation, 1977, St Mary-le-Bow, London
- Lectern with Carved Dove, 1978–79, Bill Quay Methodist Church, Pelaw, Tyne and Wear
- Processional Cross, 1981, St Pancras Parish Church, Euston Road, London
- Processional Cross, 1982, St Gregory's, South Shields, Tyne and Wear
- Risen Christ, 1982, St Gregory's, South Shields, Tyne and Wear
- Annunciation, 1982, St Gregory's, South Shields, Tyne and Wear
- Pascal Candle, 1982, St Gregory's, South Shields, Tyne and Wear
- Dove, 1982, St Gregory's, South Shields, Tyne and Wear
- Trinity, 1982, Church of the Holy Trinity, Carlisle
- Risen Christ, 1983, St Oswald's, South Shields, Tyne and Wear
- Condemned, 1984, Ushaw College, Co Durham
- Hostage, 1984, Ushaw College, Co Durham
- The Scream, 1985, Ushaw College, Co Durham
- Christ in the Tomb, 1985, (14th station of the cross, with casts of the hands of the Ascended Christ at Jarrow), 1988, east end of Durham Cathedral
- Stations of the Cross, 1986, St Joseph's, Wetherby
- Our Lady, 1986, St Joseph's, Wetherby
- Risen Christ, 1986, St Joseph's, Wetherby
- Stations of the Cross, 1986, Ecumenical Chapel, Youth Custody Centre, Castington, Northumberland
- Our Lady, 1986, Ecumenical Chapel, Youth Custody Centre, Castington, Northumberland
- Risen Christ, 1988, St Francis of Assisi, Sheffield
- Weeping Women, 1989–90, Ushaw College, Co Durham
- Celtic Spirit 2, 1990, Teikyo University, Durham City
- San Damiano Christ, 1991, Beda Pontificio Collegio, Rome
- Pascal Candle, 1991, St Anthony's, Hull
- Spiral Floor Mosaic, 1992, The Crypt, Cathedral Church of St Marie, Sheffield
- Risen Christ, 1992, The Crypt, Cathedral Church of St Marie, Sheffield
- Standing Cross, 1992, St. Bede's, Bedlington, Northumberland
- Our Lady of Bedlington, 1992, St Bede's, Bedlington, Northumberland
- Christ Is the Morning Star, Stained glass window, 1992, St. Bede's, Bedlington, Northumberland
- Star of David, 1992, St Bede's, Bedlington, Northumberland
- Altar, 1993, St Augustine's, Darlington, Co. Durham
- Lectern, 1993, St Augustine's, Darlington, Co. Durham
- Chair, 1993, St Augustine's, Darlington, Co. Durham
- Font, 1993, St Augustine's, Darlington, Co. Durham
- St Wilfred, 1993, St Wilfred's, Preston, Lancashire
- Lectern, 1995, St Cuthbert's, Durham City
- Memorial Processional Cross, 1995, St Cuthbert's, Durham City
- Stained Glass Sanctuary Screen, 1995, St Mary's, Jarrow, Tyne and Wear
- Hidden Life, 1996, St Wilfred's, Preston, Lancashire
- Annunciation, 1991, St Francis of Assisi, Hull
- Cross, 1991, St Francis of Assisi, Hull
- St Augustin, 1997, St Augustine's, Darlington, Co. Durham
- Derry Cross', 1998, County Londonderry, Northern Ireland

- Stained Glass Screen', 1991, St Benedict's, Garforth, Yorkshire
- Cuthbert's Journey or The Journey, 1999, from 2005 at St Mary's, Lindisfarne (first shown at The Red Box, Newcastle-upon-Tyne);
- Beda Bede, 2001, Beda Pontificio Collegio, Rome
- Burning Bush, 2003, Family Collection
- Finial, 2005, St Luke's, Grimethorpe, Yorkshire
- Mary, 2006, St Mary's College, Durham University
- "Risen Christ", 2008 Grey College, Durham, Durham University
- "The Journey" 2008 Bronze, Millennium Square, Durham City

DECISIONS REQUIRED	<ol style="list-style-type: none"> 1) For Members to decide whether the Parish Council wishes to carry out an event or an activity to promote the work of Dr Fenwick Lawson 2) If 1) is approved, for Members to decide on what format this should take.
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ITEM 18: MOTION BY COUNCILLOR R ORMEROD ON TAXIS AT CROSSGATE

Councillor Ormerod wishes to put forward the following motion to Full Council:

Motion: ***"This council recognises the problems caused to residents of Crossgate by taxis using the loading bay outside Santander bank on North Road as a taxi-rank. The Parish Council therefore resolves to make representations to the Chief Executive of Durham County Council and the Police & Crime Commissioner requesting that they work together and develop a multi-agency approach to resolving the problem."***

This motion follows a number of complaints Councillor Ormerod has received from Crossgate residents regarding the impact of taxis operating within the area. A number of issues have been raised with Councillor Ormerod mainly relating to the noise of the taxis and damage caused to the cobbled street.

It is hoped that, in adopting this motion and making the necessary representations, the Parish Council will be able to tackle this issue which is having an adverse impact on local residents.

**DECISION
REQUIRED**

For Members to decide whether to accept the motion in relation to taxis at Crossgate and make the representations as set out above.

ITEM 19: EQUALITY AND DIVERSITY POLICY

Commitment to Equality and Diversity

The City of Durham Parish Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work. The Parish Council aims to provide services and activities which are accessible to as many people as possible whilst recognising the diversity of local need.

The Parish Council will work to tackle direct and indirect discrimination, to promote social inclusion and to actively encourage greater participation of under-represented groups. This also includes fostering good relationships between different individuals and groups within the parish.

Purpose

The purpose of this policy is to ensure that the City of Durham Parish Council complies with current legislation and with its own commitment to promote diversity and equality and to tackle discrimination in all its activities and services.

Scope

This policy applies to council decision-making, services and activities (including participation in the democratic processes) community consultation and engagement, procurement and employment. (This list is not exhaustive).

Legal Position

The Equality Act 2010 makes it unlawful to discriminate against an individual on the grounds of the following protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Through the Public Sector Equality Duty, the Act also requires public bodies including parish councils to have due regard to the need to

- eliminate unlawful discrimination, harassment, victimisation and any other conducted prohibited by the Equality Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations between people who share a protected characteristic and people who do not share it.

Policy

- 1) The City of Durham Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. The Council is committed to the promotion and delivery

of equal opportunities in the work place and in the delivery of services and all other activities undertaken by the Council.

- 2) The City of Durham Parish Council will publish and promote its equality policy so that all councillors, employees, contractors, service users and members of the public are aware of its commitment to equality.
- 3) The City of Durham Parish Council will strive for equality of access to all its services and activities and will consider the equality policy when commissioning, designing, delivering or evaluating services.
- 4) The City of Durham Parish Council will challenge any discrimination it recognises within the Parish Council and the wider community. It is the responsibility of each individual member of council and the Parish Clerk to challenge discrimination when it is encountered.
- 5) The City of Durham Parish Council is an equal opportunities employer. This means that decisions concerning recruitment, promotion, dismissal or any other aspect of employment will be based on the needs of the council and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief.
- 6) The City of Durham Parish Council will apply equality principles to work undertaken for the council by external contractors or with partners. Decisions to make grant funding and/or to support other organisations and events or work in partnership with any third party will be informed by the equality policy and practice of the organisations concerned.
- 7) The City of Durham Parish Council will acknowledge and, where possible, celebrate the diversity within the parish and will support the development of communities and assist them in challenging discrimination.
- 8) The City of Durham Parish Council will raise awareness and build capacity within the council about the equality considerations by including equality and diversity training in its training plans for staff and members.

**DECISION
REQUIRED**

For Members to agree to formally adopt the Equality and Diversity policy as set out above for the City of Durham Parish Council. In so doing, agreeing to take all necessary steps to promote equality and diversity in the ways the policy describes.