

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 **RITSON HALL, ALINGTON HOUSE, DURHAM. DH1 3ET** on **THURSDAY 24 OCTOBER 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 DR ROBERTA BLACKMAN-WOODS, MEMBER OF PARLIAMENT FOR DURHAM CITY**
- 4. PUBLIC PARTICIPATION**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 26TH SEPTEMBER**
- 6. COMMITTEE UPDATES**
 - **Planning Committee minutes from meetings held on 13 September and 27 September**
 - Proposal to enter into a Service Level Agreement with Durham County Council for an enhanced planning enforcement service.
 - Update on the County Durham Plan Examination in Public.
 - **Environment Committee minutes from meetings held on 27 August and 24 September**
 - Environment Committee Programme of work 2019-20
 - Parish Council Environmental Action Plan
 - **Licensing Committee minutes from meeting held on 16 August**
- 7. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 26 September.
- 8. DURHAM COUNTY COUNCIL CLIMATE EMERGENCY CONSULTATION**
- 9. CUMULATIVE IMPACT POLICY FOR DURHAM CITY CONSULTATION**

10. DURHAM CITY NEIGHBOURHOOD PLAN

11. BUSINESS COMMITTEE TERMS OF REFERENCE

12. PROPOSAL TO INTRODUCE A PAY AND DISPLAY CAR PARK AT DURHAM SIXTH FORM CENTRE

13. UPDATE FOLLOWING A MEETING BETWEEN DURHAM COUNTY COUNCIL, KIER AND THE CITY OF DURHAM PARISH COUNCIL

14. CHARTER TRUSTEES

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 26th September 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, R Ormerod, C Reeves and M Ross.

Also present: Parish Clerk Adam Shanley, Adam Deathe (Durham Business Improvement District (BID) Manager) and two members of the public.

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

Apologies were received from Cllrs A Doig, D Freeman and G Holland.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.

Cllrs L Brown, E Scott, R Ormerod and J Elmer all declared an interest in the items relating to the teracycle project and environment training for teachers.

3. PRESENTATION BY ADAM DEATHE ON THE WORK OF THE DURHAM BUSINESS IMPROVEMENT DISTRICT (BID)

Adam Deathe, BID Manager, attended the Parish Council meeting to discuss the work of the Business Improvement District.

Adam advised that his organisation was funded by local business within the district as a small percentage according to what their rentable value is. Adam advised that, as a result, his budget was never fixed.

Adam advised that BID is actively marketing Durham as a place to come and do business and crucially were involved with increasing footfall within Durham City itself.

Adam highlighted events such as the Fire and ice festival, balloons in Durham, Restaurant week as great initiatives by Durham BID to improve the footfall in Durham City.

Adam advised that Durham performs well compared to other high streets (with a 7% vacancy rate compared with 18-19% nationally) across the UK but still faced similar challenges in terms of evolving consumer habits.

Adam advised that social media was a big component of the work BID were doing to actively promote Durham City. Adam also highlighted the InDurham loyalty card as a mechanism to increase spending in stores locally.

Adam advised that he was working with key stakeholders including Durham University and he was keen to work with the Parish Council.

Adam advised that he felt the £300million developments happening in Durham City were all to Durham's benefit in terms of economic and business development.

Cllr J Elmer advised that he felt that out of town shopping centres such as the Arnison centre were bad for inner-City high streets such as Durham.

Cllr J Ashby thanked Adam for his brilliant work in supporting the Neighbourhood Plan Working Party on aspects of their work relating to businesses.

Cllr J Ashby also advised that he felt the pedestrian experience for those crossing Milburngate bridge was terrible and a new pedestrian crossing was needed.

Cllr E Ashby asked if BID was part of the stakeholders trying to tackle anti-social behaviour in the City centre. Adam confirmed that BID was part of this stakeholder group.

The Chair thanked Adam for his presentation. At this point, Adam left the meeting.

4. PUBLIC PARTICIPATION

Anna Lawson (member of the public) thanked the Parish Council for agreeing to do something to promote the work of her father Dr Fenwick Lawson. Anna advised that she was aware that the project – the Fenwick Lawson app was under consideration at the meeting this evening and she hoped that the Parish Council would support this.

5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25TH JULY

The Minutes of the meeting held on 25th July 2019 were agreed as a true and accurate record of proceedings.

6. COMMITTEE UPDATES

• Planning Committee

Cllr R Cornwell presented the Minutes from meetings held on 5 July, 19 July, 16 August and 30 August as Chair of the Parish Council Planning Committee meeting. There being no questions arising from the Minutes, Cllr R Cornwell moved on to the reports.

Cllr R Cornwell advised that work had commenced on the development of the of the new Durham County Council Headquarters.

Cllr R Cornwell advised that he, the Chair of the Parish Council and the Clerk had recently met with the Freeman and a Barrister who is well acquainted with the land in question. Cllr R Cornwell reminded Councillors that they had agreed, as urgent action, to commission jointly with the Freeman the services of this Barrister to formulate a response to the County Council's application to de-register the Common Land at the Sands.

Cllr R Cornwell advised that this response had now been submitted and he felt that the barrister had done an excellent response on behalf of both the Freeman and the Parish Council.

Councillors **agreed** to ratify the decision taken as urgent action over correspondence to commission the services of this Barrister to respond to the de-registration consultation at a cost of £800 to the Parish Council.

HMO investigation project

Cllr R Cornwell reminded Councillors that, at the Full Parish Council meeting in July, it was agreed that the report commissioned by the Parish Council and completed by the Parish Council's chosen researcher should be considered at the next available Planning Committee meeting. Cllr R Cornwell advised that it was also agreed that the Planning Committee should bring a recommendation forward on what next steps to take on this undertaking.

The Clerk reminded Councillors that a budget of £8,700 towards this priority had been agreed; of which £1,200 has already been spent on the first stage of this project. The Clerk also advised that he had had a discussion with Hannah Shepherd who is keen to have a further meeting with representatives of the Parish Council to discuss the possibility of the Parish Council entering into a Service Level Agreement with the University, with a view that the University be able to provide the aggregate data on HMO levels with a 100-metre radius of certain new C4/ sui generis HMO applications in the Parish area. The Clerk advised that, at the time of the meeting, this proposal is still under consideration with the University's legal team, who are assessing what implications such an arrangement would have on data protection.

Councillors considered the report by the Parish Council's chosen researcher and **agreed** the following recommendations by the Parish Council Planning Committee:

- 1) That the Parish Council uses the DU data to highlight the flaws in the DCC data in order to protect the remaining residential areas in Durham City from studentification.
- 2) That the Parish Council explores 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 and transient residents on community cohesion, the value of everyday lived experience, the ineffectiveness of the neighbourhood notification system.
- 3) That the Parish Council continues to improve the evidence base and collaborate with neighbouring Parish Councils on a collective evidence base for the whole of Durham City.
- 4) That the Parish Council works up a narrative and visual image to illustrate the scale of the problem and underpin policy-making.
- 5) That the Parish Council agrees to write to the Local Government Minister highlighting the loss of revenue in Council tax to the Parish as a result of the growing levels of studentification and requesting that Government subsidies are considered to this and other parishes with similar issues of studentification.

Update on the County Durham Plan

Cllr R Cornwell reminded Members that, at the last meeting of the Parish Council, he gave a verbal update on the progress of the County Durham Plan in general and the Examination in Public in particular.

Cllr R Cornwell advised that the Inspector, William Fieldhouse, has set a brisk timetable for the progress of the Examination in Public (EiP), with questions being asked with challenging timeframes for a response. For example, on 6 September a list of questions was issued, with a deadline of midday on 12 September to say which matters one wished to appear in person about. Cllr R Cornwell advised that, in these circumstances it is not possible to bring these matters to Full Council and even to the Planning Committee if the dates do not work out. Councillors unanimously agreed with a recommendation to delegate authority on any urgent responses or matters to

the Chair of the Parish Council, the Chair of the Parish Council Planning Committee and the Clerk to respond to on behalf of the Parish Council.

Cllr R Cornwell also advised that the Inspector was keen to limit the number of verbal representations at the Examination in Public should consultees have similar or identical views on issues. Given the considerable degree of overlap between the representations made by the Parish Council, the City of Durham Trust, and the Friends of the Durham Green Belt on the consultation on the County Durham Plan, Councillors agreed to combine with the City of Durham Trust and the Friends of Durham Green Belt to form ***the City of Durham Coalition***; which would make representations at the Examination in Public of the proposed County Durham Plan.

Update on the City of Durham Neighbourhood Plan

Cllr R Cornwell advised that the plan to have an agreed version of the Plan to Full Council in October was still on track, however Cllr R Cornwell advised that he needed to make the Parish Council aware of two issues:

The first is that the County Council has a duty to support the Parish (and before it, the Neighbourhood Planning Forum (NPF) – now known as the Working Party) in the development of the Plan. Cllr R Cornwell advised that, while the Working Party has had good support from the Officer assigned as the contact point, she has not had the backup the Working Party feel they are entitled to, and specifically documents and advice that have been offered have not been forthcoming, or have been considerably delayed. Cllr R Cornwell advised that the Parish Council has complained to the County Council about this failure, and the Council and representatives of the Working Party now have a meeting with the Head of Planning on 25 September.

Cllr R Cornwell advised that the other matter is that one of the comments received during the Regulation 14 Consultation was that land largely comprising the playing fields of Durham School and Clay Lane should be added to the Local Green Space at Observatory Hill. Cllr R Cornwell advised that the initial response of the Working Party was that this might over extend that part of the LGS and put all of it at risk. At the same time, the University and the Cathedral objected to the inclusion of land to the south-east of Potters Bank. The Working Party stood by its decision to include this land. Cllr R Cornwell advised that the Working Party then put both of these proposals to consultants at AECOM and their recommendation was to include both areas.

• Environment Committee

Cllr V Ashfield presented the Minutes from the meeting held on 16 July as Chair of the Parish Council Environment Committee. There being no questions arising from the Minutes, Cllr V Ashfield moved on to the reports.

Recommendation to carry out tree planting at the Sands

Cllr V Ashfield asked Councillors to consider a proposal by the Parish Council Environment Committee to carry out tree planting at the Sands in the area illustrated in the map on the report.

Cllr V Ashfield advised that Members of the public have expressed their concern to the Parish Council regarding the recent loss of trees at the Sands car park to support the development of the new County Hall Headquarters.

The Clerk has discussed the proposal with the Freemen at a recent meeting regarding the coach park and they have indicated that they would be amenable to the proposals. Cllr V Ashfield also advised that DCC's Clean and Green team have also granted permission for the tree planting to take place.

The Clerk reminded Members that a budget of £500 towards planting was agreed at the budget meeting in January of this year. Cllr V Ashfield proposed that this fund be used to fund the new trees. The Clerk has investigated the possibility of getting trees free of charge through the Woodland Trust scheme, however applications for this year have now closed and will not now reopen until March 2020. The types of trees proposed are willow, chestnut and beech.

Councillors **agreed**, subject to the Freemen's approval, to carry out tree planting at the Sands, with the possibility of hosting a tree planting event involving the local community.

Members **agreed** to delegate authority to the Environment Committee to organise a tree planting event with members of the public.

Recommendation to fund Terracycle schemes in the local Primary schools based in the City of Durham Parish area

Cllr V Ashfield asked Councillors to consider a proposal by the Parish Council Environment Committee to set up a recycling project with local Primary schools in the Parish area through an organisation called Terracycle.

Cllr V Ashfield advised that the project would at this stage only include the following schools: St Margaret CofE Primary school, St. Oswald's Primary school and Neville's Cross Primary school.

TerraCycle's Zero Waste Box platform allows the user to recycle almost any type of waste, from coffee capsules to complex laboratory waste. The school would be required to simply choose the waste stream they'd like to recycle, the Parish Council would then purchase the preferred box size and the school would collect the waste and send it to TerraCycle to be repurposed (shipping is included in the cost).

Cllr V Ashfield advised that Terracycle have a paid for solution in the form of Zero Waste Boxes - the price of each box includes the cost of Terracycle shipping the empty box to the school, a pre-paid shipping label (via UPS) so this can be sent back once full and the major cost which is to recycle all the otherwise non-recyclable material (as council systems won't accept it) is sent back in the box.

The Clerk advised that he has written to St Margaret CofE Primary school, St. Oswald's Primary school and Neville's Cross Primary school and has so far received positive feedback from St Margaret CofE Primary school who are keen to participate in such a scheme should Full Council approve this.

Cllr V Ashfield also proposed that the participant Primary schools could also encourage the involvement of the Higher schools if they feel that the scheme works well.

Councillors **agreed** the recommendation by the Parish Council Environment Committee to fund a Terracycle scheme in the local Primary schools based in the City of Durham Parish area.

Recommendation to fund environment training for teachers in all schools based in the City of Durham Parish area

Cllr V Ashfield asked Councillors to consider a proposal by the Parish Council Environment Committee to encourage and also part-fund all schools in the Parish Area to participate in an UN-accredited climate change teaching course, known as EduCCate Global; an online course for teachers which in total takes 15-20 hours to complete and covers areas such as climate change science, adaptation planning, health, forests, climate change finance and international negotiations.

Cllr V Ashfield advised that, if all schools are amenable to the proposal, having a UN-accredited climate change teacher in every school could mean that all schoolchildren will be given accurate, relevant information on the causes and effects of global warming.

Cllr V Ashfield also advised that a number of schools in neighbouring Local Education Authority areas are already participating in the scheme.

Cllr V Ashfield advised that the Environment Committee has been working with local schools and is keen to have one teacher from each of the schools participate in this training course and, in so doing, become the Environment champion for the school. The following schools have been contacted about the scheme: St Leonard's school, Durham Johnston school, St Margaret Church of England School, Neville's Cross Primary school, St Oswald's Primary school, Durham High school, Bow Durham school, The Chorister school, Durham school and Durham Sixth Form centre. So far Durham school has expressed a desire to participate in the scheme.

Councillors were asked to consider a proposal that the Parish Council funds up to £150 per school for part of a teacher's time to complete the course. The Clerk reminded Councillors that a budget of £5,500 was agreed in January as part of Environment Committee's budget to involve young people.

Councillors **agreed** the recommendation by the Parish Council Environment Committee to part fund an UN-accredited environment training programme for one teacher per school in all schools in the City of Durham Parish area.

• Licensing Committee

Cllr L Brown presented the Minutes from meeting held on 12 July as Chair of the Parish Council Licensing Committee. There being no questions arising from the Minutes, Cllr V Ashfield moved on to the report.

Cllr L Brown advised that Durham County Council were currently consulting on a proposal to introduce a cumulative impact policy for licensing specifically in Durham City. Cllr L Brown advised that the Licensing Committee would soon be meeting to put together a response to this consultation and would have a recommended response to this consultation to the October Full Council meeting for approval.

7. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 25 July.

The Chair reminded Members of the forthcoming Anti-social behaviour conference the Parish Council is organising. The Chair advised that a number of senior representatives from key stakeholders would be in attendance at this conference and it is hoped that there would be some good outcomes from this meeting.

The Chair also advised that she had recently attended a meeting of both the St. Nicholas Community Forum and Durham Rotary Club and both were extremely complimentary and positive about the City of Durham Parish Council.

The Chair also advised that she had received a presentation from a company which specialises in ethical school uniforms and wondered if this would be something that the Parish Council may wish to be involved with.

8. LONG TERM EMPTY PROPERTY COUNCIL TAX PREMIUM CONSULTATION

The Chair advised that the county council is currently reviewing its policy relating to council tax charges for empty properties and is seeking views on proposals which would see the premium charge increased for long term empty properties.

The Clerk advised that, following a change in legislation, which came into effect from April 2019, Councils now have the power to charge a 100% Council Tax Premium for properties which have been unoccupied and unfurnished for more than 2 years and will be able to charge a 200% Premium on those properties which have been unoccupied and unfurnished for 5 years or more from April 2020.

Members were asked to consider these proposals and unanimously **agreed** to support the proposals of the County Council to raise the premium on council tax for long-term empty properties in the County.

9. EXTERNAL AUDIT REPORT FOR 2018/19

The Clerk advised that the external auditors had now completed their audit. no issues were raised from the audit; however, the auditors did advise of the need to set up a risk register for 2019-20. the Clerk reminded Members that this had already been done at the July full council meeting.

10. REPORT ON REMEMBRANCE SUNDAY PLANNING

The Clerk provided an update on planning for the Remembrance Day events. no questions were raised from the planning document; however, Cllr V Ashfield did advise that she was aware of the amount of work the Clerk had put in to this event and she hoped that the workload would be a lot easier in future years.

The Chair moved to the recommendations. Councillors **agreed** to delegate spending authority for the event to the Clerk and to the Chair of Finance.

The Chair also advised that, as the official organisers of the event, the City of Durham Parish Council should host some hospitality for the military attachés on the day. Councillors **agreed** to fund 50% of the curry which volunteer organiser Arthur Lockyear is going to be putting on for the military at the Masonic Hall at a cost of £300 to the Parish Council.

11. PROPOSED PROJECT ON THE WORKS OF DR FENWICK LAWSON

The Clerk reminded Members that he was tasked, at the July Full Council meeting, with investigating the possibility of the Parish Council funding a brochure for visitors and residents to be able to locate and visit the many works of Dr Lawson. Following the July meeting, the Clerk advised that he had met with Anna Lawson and has discussed this proposal. The Clerk advised that the family of Dr Lawson are keen to carry out a project with a more modern-day approach and the proposal of developing an app which people can use on their phones was considered.

Councillors were asked to consider a proposal to support the development of an app which uses geo-fencing technology which can identify the user's precise location. The Clerk advised that the app will allow the user to login and a trail will be formed which the user can then follow. Upon arriving within 2-3 metres of each sculpture, the app will provide the possibility to hear from Dr Fenwick Lawson himself about the journey he went through in creating each sculpture, what inspired him to do each sculpture and the background to all his work.

The Clerk advised that Durham Hospital Radio have offered their professional recording studio free of charge to the Parish Council and to the Lawson family and will be inviting Dr Fenwick in to tell his story of each sculpture for the app. The app will also hopefully include subtitles so that those with hearing difficulties can also enjoy the app. It is also envisaged that the app will include pictures and videos of the sculptures in creation.

Anna Lawson spoke at this point and advised that the Lawson family are extremely keen that this project goes ahead and hopes that the Parish Council will agree to this.

Clerk advised that this project, if approved, will time nicely with the Year of the Pilgrimage taking place next year.

The Clerk advised that he had recently attended a meeting with the Lawson family, Durham Hospital Radio and a local app development company. For what is being requested on the app, the app development company advised would usually be around £10,000 and there would be an ongoing cost of approximately £300 for hosting the app. However, the company has worked with Dr Lawson previously and is willing to offer the development costs at approximately £6,000.

The Clerk advised that he had had an initial discussion with the AAP Co-ordinator who feels the project would be a worthwhile submission for funding and recommended the Parish Council put in a request for £5000 towards the cost of the development of the app. Similar projects have been successfully funded by the AAP in the past.

The Clerk advised that there will still be a need to receive three quotations for the work as per Standing Orders despite the preferential rate offered by the company.

It was initially proposed that the Parish Council fund the remaining cost of the development of the app at an approximate cost of £1,000. However, Cllr V Ashfield advised that she would be happy to use part of the £5,500 in the Environment Committee budget to fund this and proposed the sum of £3,500 towards the project.

Cllr L Brown asked whether there was any Section 106 money available to also part-fund the proposal.

Councillors **agreed** to support the project and also **agreed** the amended sum of £3,500 to go towards the project.

12. SOCIAL MEDIA PRESENCE FOR CITY OF DURHAM PARISH COUNCIL

Councillors were asked to consider a proposal that the City of Durham Parish Council launches its own Facebook page.

The presence of the Parish Council on social media has been discussed in a number of forums and is something that is regularly being raised with the Clerk. At present the Parish Council website and the local media are the only electronic means of communication easily available to the Parish Council.

The Chair advised that, if agreed, this would offer the Parish Council a range of opportunities to use the internet to communicate and engage with local residents. However, to ensure the most is made of these opportunities, and to ensure the risks are appropriately managed, the Clerk would be responsible for the management of the Facebook page and that public posts directly on to the page be limited to official communications by the Parish Council rather than the page used as public forum. Members of the public will be able to comment on any new posts by the Parish Council on this page, however use of profanities and abuse will not be tolerated.

The Clerk advised that he felt that such a page would assist in improving the communications of the Parish Council. The page could also be used to increase participation in the work the Parish Council does.

This page could be used for daily simple things such as providing quick updates on the work the Council is doing, or what is being discussed at a public meeting.

The Chair highlighted that a recent video produced by the Parish Council was shared widely on social media and received almost 12,000 views by members of the public.

The Chair advised that, at present, the proposal is that the Parish Council's social media presence be limited to Facebook should Councillors agree to this proposal.

The following proposed Social Media Policy also accompanied this proposal:

CITY OF DURHAM PARISH COUNCIL SOCIAL MEDIA POLICY

The aim of this policy is to set out a Code of Practice to provide guidance to parish councillors, council staff and others who engage with the City of Durham Parish Council using social media.

Social media is a collective term used to describe methods of publishing on the internet. This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Facebook, Instagram and all other social networking sites
- Twitter and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums

The use of social media does not replace existing forms of communication.

The principles of this policy apply to all parish councillors and City of Durham Parish council staff and also applies to others communicating with the Parish Council.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual parish councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to:

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information
- Post or Share information from other parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other councillors

Code of Practice

When using social media, parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish councillors and council staff must not:

- present personal opinions as that of the council
- express any views which may have a Party-political bias
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

For the management of the Parish Council's own Facebook page, the Council will appoint the Clerk as the moderator of the page's output and will be responsible for posting and monitoring content to ensure it complies with this Social Media Policy.

The Clerk will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature. Cllr C Reeves expressed concern about this proposal and the workload implications this would have on the Clerk.

Cllr V Ashfield expressed concern about online trolling and whose responsibility it would be to remove abusive comments.

Councillors **agreed** to a proposal that the Parish Council set up its own Facebook page in the new year. Votes were as follows: 9 in favour, 1 against and 1 abstention. The social media policy, to be reviewed in May, was also **agreed** in conjunction with this proposal.

13. PROPOSAL ON A CITY OF DURHAM PARISH COUNCIL NEWSLETTER

Councillors were asked to consider a proposal to start a Parish Council newsletter.

The Chair advised that this newsletter could be used as a further tool to communicate the work of the Parish Council and should be distributed to every household and business within the Parish.

There would be a need to produce approximately 7500 copies of the newsletter and this would need to be delivered by a professional delivery company.

The Clerk advised that he had been looking into the cost of the production and distribution of this. The printing cost with a well-known supplier for A3, full-colour, silk, 130gsm and folded would be around £300 and the distribution costs approximately £35/1000.

The Chair advised that the newsletter, if agreed, would be produced once every six months and would be an apolitical publication.

The Clerk would assume responsibility of designing and producing this newsletter and an editing team of no more than around 3 Councillors would need to be set up to proofread all content.

The Clerk advised that he would aim for the first publication to be produced in time for distribution in December.

Councillors **agreed** to setting up an official Parish Council newsletter.

Cllrs R Ormerod, C Reeves and J Elmer **agreed** to be part of the editorial group for the newsletter.

14. REPORTS FROM REPRESENTATIVES ON LOCAL ORGANISATIONS

Cllr J Ashby presented the following report to Full Council following the meeting of Durham University Residents Forum held on 16 September 2019:

1. I attended the DURF meeting held on 16 September 2019 as a member of the St Nicholas Community Forum but Parish Council colleagues may be interested in some of the matters discussed.
 2. The new chair of DURF is Jeremy Cook OBE, recently appointed as Pro Vice Chancellor (Colleges and Student Experience). He was previously Deputy Director of the British Army's Collective Training Transformation Programme.
 3. The largest single item of discussion was the unsettled state of affairs regarding the withdrawal of Police responsibility for dealing with Anti-Social Behaviour and the uncertainty as to the adequacy of the County Council's resources to respond quickly and effectively. It was agreed that the University will invite the new Chief Constable and the Chief Executive of the County Council to attend for a specific DURF item on this matter. The Parish Council's conference on this topic was highlighted too.
 4. A presentation on the University's finally approved Non-Academic Misconduct Procedure revealed that students are now required to comply with set standards of behaviour not only within University premises but outside as well. It was striking that the two representatives from Durham Students Union expressed strong support for the new code of conduct. Low level misconduct will be dealt with internally by the student's College but more serious misconduct can incur suspension or expulsion once any Police investigations have been concluded.
 5. The University is looking to renew the enhanced Neighbourhood Warden Service it began part-funding three years ago. A more tightly specified Service Level Agreement is being negotiated with the County Council.
 6. The agreed next priority area for DURF will be a compulsory, self-financing landlord accreditation scheme which again was strongly supported by the DSU representatives who described students signing up with unsatisfactory landlords from fear of missing out on accommodation altogether.
 7. A final version of the 'Livers-Out' letter will be available shortly to be distributed by the nine Residents' Associations in the Parish and Gilesgate. Some Residents' Associations deliver to all houses whereas some deliver only to known student houses.
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The Chair thanked Cllr J Ashby for his presentation and advised that Jeremy Cook, along with other key stakeholders, would be in attendance at the Parish Council's Anti-Social behaviour conference.

15. MOTION BY CLLR R ORMEROD ON ENVIRONMENTAL IMPACT OF DCC PLANNING POLICIES

Councillors unanimously **agreed** the following motion:

"This council shall, as a matter of general policy, encourage, facilitate and, where necessary, fund the planting of additional trees across the city in order to help combat climate change and restore habitats for wildlife."

16. UPDATE FOLLOWING A MEETING BETWEEN DURHAM COUNTY COUNCIL AND THE CITY OF DURHAM PARISH COUNCIL

The Chair reported back following a meeting which she, the Clerk and Cllr R Cornwell as chair of the Parish Council Planning Committee had attended on 11th September with DCC. the following questions (from the Parish council) and answers (from Durham County Council) were presented to the meeting:

When is the fencing around the Common Land being removed?

The fencing around the coach park will be there for the duration of the development. DCC maintain that this is for public health and safety reasons. DCC feel that they are within their rights to fence off this land on that basis and will soon be installing reinforced fencing around the coach park as the current fencing has been damaged over the last few weeks. The Parish Council has advised Lorraine that the fencing is unlawful: there are proper procedures to close Common Land to permit works to be done and these have not been followed.

This land is going to be used as a compound for workmen on site to support the development of the new County HQ. DCC has advised that the planning condition for this has been discharged.

Should the de-registration not be permitted by the Inspector, the land will not be used by DCC as a car park as is currently envisaged it will be for Council staff and members of the public.

Why are the trees to the East of the coach park (which separate the parking area from the green land) being removed?

DCC has planning permission to fell these trees and this is to support the overall landscaping of the site only. The Parish Council received a categorical assurance that the coach park will not be extended into the green land to create a larger parking facility. The green land of the Sands will be retained as is.

Lorraine O'Donnell committed to review the situation as far as these trees were concerned, hopefully with a view to retaining these.

What alternative parking provision options are being explored for the Market Traders car parking other than Providence Row?

This is a question for Dave Wafer's team. The Parish Council has been made aware that Fowler's Yard is being explored as a potential option.

Members of the public have been fined for parking at this area on a Saturday and this was ahead of the Order being put in place. The Parish Council discovered at a Highways Committee meeting on 12th September that the parking restriction on a Saturday which has been introduced is permitted for temporary events.

What provision for disabled car parking is being put in place?

Disabled parking provision is available at Riverwalk. DCC is also going to look at resolving the issues at the Walkergate car park which the Parish Council has reported. The issue being that the lifts are out of action.

Members of the public have been fined for parking at Providence Row on a Saturday ahead of the Order coming into force. Will these individuals be entitled to either a refund or the fine being quashed?

This is not something DCC could commit to at this meeting as there is a process, which members of the public will need to follow in order to challenge any fines.

Are replacement electronic vehicle charging points being planned for the city centre?

Replacement electronic vehicle charging points will be installed in the new multi-storey car park. No new charging points are planned in the immediate future.

What is being put in place to ensure that the new County HQ building is carbon neutral?

The building meets near zero carbon emissions requirements and further details on this will be provided in writing.

What are Andrew Megginson's and Malcolm Churchill's roles?

Andrew Megginson will be handling the stakeholder engagement aspect of the build and will be a key point of contact for the Parish Council and for members of the public.

Malcolm Churchill will be the Senior Project Manager at DCC who will be managing the day to day building operations of the new County HQ.

What communication strategy/ public engagement strategy is planned for the new HQ project?

A new monthly newsletter will be sent out from DCC to all residents living in the locality and to all of the key stakeholders; the Parish Council being one. Further to this, Lorraine offered to have regular meetings set up between a small number of representatives of the Parish Council, Andrew Megginson and other representatives from DCC and (potentially) Kier.

Kier also wish to meet with the Parish Council in the near future. It was also proposed that Andrew Megginson attend a future Parish Council meeting to update the Parish Council on works so far.

What are coaches dropping schools off for swimming lessons now doing?

The problems caused by the coaches is dependent on the direction of entry and exit. DCC have briefed all coach suppliers and do not feel that there have been any issues with this.

What are the future plans for the Sands green area?

The green area will remain as it is.

Can we have a copy of the pre-works ecological assessment survey we were promised?

A hard copy of this was provided at the meeting and circulated to Parish Councillors by the Clerk thereafter.

The County Council has advised that it wishes to have a good working relationship with the Parish Council and hopes that both Councils can work together in the future on matters of shared objectives. The County Council understands that the Parish Council will be objecting to the de-registration of the Common Land.

Councillors were asked to consider how they wish to work with the County Council going forward on both the issues raised in this meeting and more broadly.

Councillors **agreed** to work with Durham County Council and Kier going forward on the County Hall HQ development; this would be in the form of setting up a monthly meeting between all parties to ensure that updates are provided and any issues are addressed.

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 involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

17. REGISTERING AN ASSET OF COMMUNITY VALUE

The Chair reported that she and the Clerk had recently attended a meeting of the St. Nicholas Community Forum (local Residents' Group), where the proposal to have the Woodman Inn pub registered as a community asset was discussed. The proposal that the Parish Council seeks to register the pub as an asset of community value was considered and it was agreed that this be put to Full Council at the earliest possibility.

The Clerk reminded Councillors that that Assets of Community Value can only be nominated if they are of interest socially or increase the wellbeing of the community now and into the future.

The Clerk advised that, if agreed, the Parish Council would need to submit an application form to Durham County Council requesting that the pub be listed as an asset of community value. The County Council then has a statutory period of 8 weeks in which to consider the application.

Cllr V Ashfield advised that the pub was essential as the only free meeting place for a number of different community groups and as such is extremely important for the wellbeing of the community.

Councillors considered the proposals and it was unanimously agreed that the Parish Council should submit an application form to have the Woodman Inn pub registered as a community asset.

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

Signed,

**Chair of City of Durham Parish Council
24th October 2019**

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 13th September 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

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

Also present: Parish Clerk Adam Shanley, Professor Brian Whitton, Mr Peter Jackson and Cllr E Ashby (arrived 14:40pm) (all members of the public).

1. Welcome and apologies

Apologies were received from Cllr V Ashfield.

2. To receive any declarations of interest from members.

Cllr L Brown declared an interest in planning application DM/19/02669/VOC

3. To receive and approve as a correct record the minutes of the meeting on 30 August 2019.

The Minutes of the meeting held on 30th August were agreed as a true and accurate record of proceedings.

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

Mr Peter Jackson wished to clarify that his comments made on the consultation on the draft Neighbourhood Plan regarding Observatory Hill were not intended as an objection but rather a proposal to extend the proposed open green space.

Professor Brian Whitton expressed the importance of the area in particular Clay Lane and advised he regarded the area to be an asset of significant value.

5. Matters arising:

to approve the following responses (for text of letters see Parish website):
DM/19/02504/FPA | Demolition of existing dwelling, and construction of 3no. detached new dwellings with associated access, parking and landscaping. | Tower Cottage The Avenue Durham DH1 4EB. The Committee **agreed** the response to this application.

DM/19/02553/FPA | Demolition of former baths & construction of new Business School with associated infrastructure, refurbishment/alterations to Vennel Cottage as cafe (A3 Use), conversion of 42, 50 & 51 Old Elvet to 3no. dwellings (C3 Use) and refurbishment of 47-49 Old Elvet as start-up business incubator associated with Business School & Durham University (D1 Use) | Former Swimming Baths Durham DH1 3DA. The Committee **agreed** the response to this application. Cllr J Ashby advised that this response, which he drafted, was an abbreviated version of information he had received by virtue of being a member of the City of Durham Trust.

DM/19/02554/LB | Internal & external alterations to 42, 50 & 51 Old Elvet associated with conversion to 3no dwellings & to 47-49 Old Elvet associated with conversion to start-up business incubator | 42, 47-49, 50 & 51 Old Elvet Elvet Waterside Durham. The Committee **agreed** the response to this application.

6. Oversight of the work of the Neighbourhood Plan Working Party: progress report

The Chair advised that there would be one final meeting of the Neighbourhood Plan Working Party to finalise the wording of the draft Plan before sending this to the Clerk for passage through the Parish Council. The Chair advised that it is hoped that a final version would be agreed at the October Full Parish Council meeting. The Chair advised that he, Cllr J Ashby and the Clerk had met with Durham School to discuss the representations received to extend the designated green space of Observatory Hill to include land owned by the school. The Chair advised that a formal response from the school on the representations is expected.

Both Mr Peter Jackson and Professor Brian Whitton left the meeting at this stage.

7. To consider recommendations on the ongoing HMO investigation.

Cllr J Ashby advised that Hannah Shepherd had been advised by the legal team at Durham University that the proposals of sharing aggregate data on C4/ sui generis HMO levels were not acceptable. However, Hannah continues to make the case on behalf of the Parish Council for the need for this.

Members **agreed** the following recommendations by the PHD student in her report:

- 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 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 policymaking.

It was also **agreed** that the proposal of a national conference ought to be considered at a later stage.

Cllr J Ashby also proposed that the Parish Council writes to the Minister of State to make the case for a Government subsidy to Local Authorities and Parish Councils with heavily studentified areas who were losing Council tax revenue as a result. This proposal was seconded by Cllr L Brown and **agreed** unanimously by the Committee.

8. Update on proposals for service level agreement with DCC for an enhanced planning enforcement service.

The Clerk reported that at present the proposal was still under consideration by Durham County Council and he hoped to hear back on this in time for the October Full Council meeting.

9. County Durham Plan

a. Confirmation of arrangements for cooperation with the City of Durham Trust and the Friends of the Durham Green Belt.

It was **agreed** that this arrangement should go forward as a proposal in a report to Full Council in September.

b. Confirmation of the list of appearances at the Examination in Public.

The Chair advised that Cllr J Ashby had circulated the list of hearings the Parish Council would like to appear at. This was unanimously **agreed** by the Committee.

c. Initial discussion about the Inspector's Questions.

Cllr J Elmer made the point that written submissions were as effective as spoken submissions at the Examination in Public though the spoken submissions helped to influence the debate on a particular matter more effectively. Cllr J Ashby advised that the County Council had already made 7 Main Modifications to its draft Plan since its submission.

It was **agreed** that an executive summary of the responses would form a report to go to Full Council in September for formal agreement.

Cllr J Elmer advised that he had been notified that the Woodland Trust's submission had not appeared in the list of submissions to the Plan and they were considering how to approach the Inspector about this.

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

a. Trader reserved parking in Providence Row: report from Highways Committee on 12 September

The Chair advised that he and the Chair of the City of Durham Parish Council had represented the Parish Council at the Highways Committee meeting on 12th September. The proposals had been agreed but with one condition attached that the situation be reviewed in 6 months' time. The proposal of using the Durham Sixth Form Centre as an alternative was quashed as the County Council has no control over this car park. The Chair also reported that Providence Row could also be used by the Market Traders on the third Thursday of each month for the Farmers' Market. It was felt that this was a positive outcome.

b. Enclosure of common land at The Sands

The Chair advised that he had made the point at a meeting with the Director at DCC in charge of the HQ development that the Parish Council viewed the fencing off of the Common Land as unlawful. The Clerk reported that the County Council had advised that the fencing would remain for the duration of the development in the interests of public health and safety. The Clerk reported that the County Council would be reviewing the situation as far as the trees were concerned which separate the coach park from the grass land, hopefully with a view to retaining these trees.

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

The Chair reported that the Parish Council and the Freemen had met with a Barrister who had agreed to write the submission on behalf of both parties in respect of the de-registration of the Common Land application submitted by the County Council. It was intended to provide a draft response within the next week. The Clerk confirmed that the Parish Council and the Freemen would be sharing the costs equally for this to be carried out.

d. Any other relevant developments

The Chair advised that the County Council had provided the pre-works ecological survey as requested by the Parish Council which illustrated that there is some active nesting taking place in the area and, as a result, the relevant trees would be retained for the time being.

The Clerk advised that DCC has a public engagement plan of providing newsletters to all local residents in the locality of the new HQ development and

key stakeholders, including the City of Durham Parish Council. The newsletter would update all on the progress of the new development.

The Chair also reported that DCC had advised that disabled car parking provision had been made at Riverwalk and that DCC were also looking to have the lifts at Walkergate car park fixed as they are currently broken at present.

11. Planning applications: To consider making representations on the following (the date in parenthesis is the deadline to call the application to committee):

DM/19/02589/LB | To repair and replace the roof of the property | 25 Hallgarth Street Durham DH1 3AT (26 September). It was **agreed** to note this application.

DM/19/02669/VOC | Variation of Condition 4 (Opening Hours) pursuant to DM/16/03376/FPA | 17 Hallgarth Street Durham DH1 3AT (26 September). It was **agreed** to note this application.

DM/19/02714/LB | Hand painted signage on masonry above front door to shop (Retrospective) | Abbey Wood Interiors Avenue Corner The Avenue Durham DH1 4ED (3 October). It was **agreed** to note this application.

DM/19/02772/AD | 1 No Fascia Sign (Retrospective) | Avenue Corner The Avenue Durham DH1 4ED (26 September). It was **agreed** to note this application.

DM/19/02716/VOC | Variation of condition no. 3 (Materials) pursuant to DM/19/01465/FPA to vary brick from Wienerberger Facing Brick Blended Red Multi Gilt Stock to Manchester common and door from Crafton Style to Kingston Style. | 32 Lawson Terrace Durham DH1 4EW (26 September). It was **agreed** to note this application.

DM/19/02729/HPN | Prior notification for the erection of a single-storey rear extension upon the existing south facing rear elevation 4.5m from the original dwellinghouse with an eaves height and overall height of 3.4m above ground level | 11 Richardby Crescent Durham DH1 3TY (18 September). It was **agreed** to note this application.

DM/19/02734/FPA | Installation of illuminated artwork to the South Elevation | Clayport Library 8 Millennium Place Durham DH1 1WA (26 September). Cllr E Ashby attended the meeting as a member of the public and advised that she had concerns about the heritage statement with regards this application. There was some confusion on how the sign would read as two different versions were mentioned in the heritage statement. Cllr E Ashby also expressed concern about the impact of the sign on the tower itself and felt the lettering ought to be in lower case and in a different location. Cllr E Ashby advised that the project itself had virtue, but it was necessary to illustrate this through an interpretational panel and, if this were to be the case, Cllr E Ashby questioned where this would be put. It was **agreed** to draft a letter to state that, if the signage were temporary, then the Committee would have no objection. Alternatively, if this were permanent, then the Committee would object on the same grounds as those expressed by Cllr E Ashby. Cllr J Ashby **agreed** to draft the response to this application.

DM/19/02845/FPA | Single storey rear extension | 15 Kirkwood Drive Nevilles Cross Durham DH1 4FF (26 September). It was **agreed** to note this application.

12. Dates of future meetings

27 September 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

10 October 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

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 27th September 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

Present: Cllr R Cornwell (in the Chair), Cllr J Ashby, Cllr V Ashfield, Cllr L Brown, Cllr J Elmer and Cllr C Reeves

Also present: Parish Clerk Adam Shanley and Mike Costello (member of the public)

1. Welcome and apologies

Apologies were received from Cllr G Holland

2. To receive any declarations of interest from members

Cllr J Ashby declared an interest in planning application DM/19/02821/LB and Cllrs J Ashby, V Ashfield, R Cornwell and C Reeves declared an interest in planning application DM/19/02853/FPA.

3. To receive and approve as a correct record the minutes of the meeting on 13 September 2019.

The Minutes of the meeting held on 13th September 2019 were agreed as a true and accurate record of proceedings.

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

Mike Costello advised that he was attending the meeting to hear discussions on Items 6 and 7 on the Agenda.

5. Matters arising:

to approve the following response:

DM/19/02734/FPA | Installation of illuminated artwork to the South Elevation | Clayport Library 8 Millennium Place Durham DH1 1WA (26 September). The Clerk advised that the draft submission was not yet on the website and that Councillors would need to approve the submission at this meeting. Councillors agreed their response to this (for text of letter see Parish web site).

6. Neighbourhood Plan

To note that the Working Party has now completed its work, and

- a. Members received the notes of the final Neighbourhood Plan Working Party meeting;
- b. The Chair advised that the Clerk had circulated the latest version of the Neighbourhood Plan document. The Chair advised that the documents circulated together with the Plan were as up to date as they possibly could be at this stage as the Working party were waiting to hear back from AECOM on a number of points. It was **agreed** that hard copies of the latest version of the Plan should be ordered and circulated to Councillors, with a deadline of 14th October to get any amends to policies and content back to the Clerk, in time for the next Full Parish Council meeting.

The Committee also wished to put on record its thanks to the members of the Neighbourhood Plan Working Party for the enormous amount of work they have done on the Plan.

7. County Durham Plan

- a. Cllr J Ashby advised that he and Cllr Cornwell would be working on responses for Matters 1-7 with a deadline to get these submitted to the Clerk by 3rd October. Cllr J Ashby also advised that he would be working on Matters 8-14 and would be aiming to have those submitted to the Clerk in time for the deadline of midday on 18th October.
- b. The Clerk advised that he felt the Full Parish Council had made the correct decision in supporting the Durham City Coalition and delegating authority on urgent decisions to the Chair of the Parish Council, the Chair of the Parish Council Planning Committee and the Clerk as this was the only conceivable way of hitting various deadlines in the process.

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

- a. No matters referred by the Parish Council meeting on 26 September
- b. The Chair reported that he had received correspondence from the Clerk of Durham Freeman stating that a number of containers had been illegally installed on the grass land at the Sands. The Clerk of the Freeman had written to the County Council requesting that they immediately be removed.

9. Update on progressing the Service Level Agreement with Durham County Council for a Planning Enforcement Officer for Durham City.

The Clerk reported that he had now heard back from Stephen Reed on the proposed Service Level Agreement to have an enhanced planning enforcement service for the City of Durham Area. This was a positive response and the Clerk and the Chair would be meeting Mr Reed to discuss the mechanics of how this SLA would function.

Cllr J Ashby advised that he felt that this is a very good use of Parish Council funds.

Cllr V Ashfield advised that the City of Durham Parish Council was proving to be a very cost-effective Parish Council for residents.

10. Planning applications: To consider making representations on the following (the date in parenthesis is the deadline to call the application to committee):

DM/19/02459/FPA | Change of use from 4 bedroom C4 HMO to 7 bedroom Sui Generis HMO with single storey lean to on existing kitchen and 2 storey extension with pitch roof to rear of property. | 13 Mowbray Street Durham DH1 4BH (17 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

DM/19/02756/FPA | Change of use from shop (A1) to cafe/restaurant (A3) - Retrospective | 3 Neville Street Durham DH1 4EY (17 October). It was **agreed** to note this application.

DM/19/02811/FPA and **DM/19/02812/AD** | Illuminated and non-

illuminated fascia and hanging signs. | 16 The Riverwalk Millburngate Durham DH1 4SL (17 and 10 October respectively). It was **agreed** to note this application, as long as this was conforming to policy.

DM/19/02821/LB | Listed building consent for internal alterations to provide a change in internal layout including en-suite facilities. | 72 - 73 Claypath Durham DH1 1QT (10 October). It was **agreed** to note this application.

DM/19/02853/FPA | The change of use from a dwelling (Use Class C3) to a small house in multiple occupation (Use Class C4). | 27 May Street Durham DH1 4EN (2 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

DM/19/02860/FPA | Installation of french doors to replace existing window and installation of sun tunnel in roof. | 39 Hallgarth Street Durham DH1 3AT (10 October). It was **agreed** to note this application.

DM/19/02862/FPA | Change of use from 6 bedroom HMO to 7 bedrooms (C4 to *Sui Generis*) and Loft conversion | 35 Elvet Crescent Durham DH1 3AP (10 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

DM/19/02864/FPA | Change of use from 5 bedroom HMO to 7 bedrooms (C4 to *Sui Generis*) and two storey side extension | 1 Elvet Crescent Durham DH1 3AP (10 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

DM/19/02890/LB | To replace window like for like with timber frames | 59 Hallgarth Street Durham DH1 3AY (10 October). It was **agreed** to note this application.

Listed Building Consent for the installation of one eyebolt for the rigging of a steel wire rope catenary across the South Bailey in connection with Lumiere, at the following addresses (all 10 October):

DM/19/02900/LB | 10 South Bailey Durham DH1 3EE. It was **agreed** to note this application.

DM/19/02901/LB | St Johns College (Former 3 South Bailey) Durham DH1 3RJ. It was **agreed** to note this application.

DM/19/02902/LB | St Johns College (Former No. 6 South Part, South Bailey) Durham DH1 3RJ. It was **agreed** to note this application.

DM/19/02903/LB | 3 The College Durham DH1 3EQ. It was **agreed** to note this application.

DM/19/02904/LB | St Johns College (Former 1 South Bailey) Durham DH1 3RJ. It was **agreed** to note this application.

DM/19/02924/AD | 2 illuminated fascia signs, 1 non illuminated projecting sign, seating barriers and window vinyls (resubmission of DM/18/03723/AD) | Unit 19 Riverwalk Millburngate Durham DH1 4SL (10 October). It was **agreed** to defer a decision on this application until Cllrs R Cornwell and L Brown were able to consult on this. If minded to object, Cllrs R Cornwell and L Brown would bring along a response for approval at the Planning Committee meeting on 10th October.

DM/19/02945/LB | Internal alterations to convert existing first floor kitchen to bedroom, alterations to first floor bedroom to form bathroom, and alterations to ground floor to form kitchen/dining room. | 45 Claypath Durham DH1 1QS (17 October). It was **agreed** to object to this application. Cllr L Brown **agreed**

to draft the letter of objection for this application.

DM/19/03006/FPA | Single storey rear extension to allow the creation of a 6th bedroom to an existing C4 HMO | 63 Gilesgate Durham DH1 1HY (17 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

11. Dates of future meetings

Thursday 10 October 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

25 October 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: PROPOSAL TO ENTER INTO A SERVICE LEVEL AGREEMENT WITH DURHAM COUNTY COUNCIL FOR AN ENHANCED PLANNING ENFORCEMENT SERVICE.

Background

Councillors are asked to consider a proposal by the City of Durham Parish Council Planning Committee that the Parish Council enters into a Service Level Agreement (SLA) with Durham County Council to provide an enhanced planning enforcement service for the City of Durham Parish area.

The Chair of the Parish Council Planning Committee and the Clerk have met with the Planning Development Manager at DCC recently to discuss the mechanics of how such an SLA would work in practice. It is envisaged that the funding provided for this SLA would fund two planning officers (with knowledge of enforcement) for one day per week each. These officers would be solely dedicated to planning enforcement matters in the City of Durham Parish area and nowhere else. The Parish Council has also been assured that such an arrangement would be over and above what is provided at present.

The need for this service

It is hoped that by enhancing the service currently provided for planning enforcement, the Parish Council will not only support DCC in clearing the backlog of enforcement issues but would also assist in tackling some of the long ongoing issues that residents raise with the Parish Council on a regular basis.

The need for this service is a given, the City of Durham Parish area makes up 4% of the entire County in population terms, yet 1 in every 7 new planning applications across the whole County occurs in the City of Durham Parish area.

These officers could look into tackling issues such as illegal "to let" boards, unregistered HMOs, investigating breaches in planning conditions, etc.

The Service Level Agreement

This arrangement will be on a one-year trial basis only and the Parish Council will receive regular reports about recent matters dealt and how our SLA is helping to resolve this. If agreed, this SLA may also be terminated by either the County Council or the City of Durham Parish Council (in respect of the entire or only part of the Council Service) by giving at least 3 months' written notice to the other.

If agreed by Parish Councillors, it is envisaged that this SLA would start from 1st January 2020.

If agreed, the County Council will:

- Directly coordinate planning enforcement investigations
- Train / support staff to deliver effective planning enforcement services.
- Respond to service request within normal service standards and liaise with other DCC departments to progress enforcement investigations as appropriate and in an expedient manner.
- Provide all equipment and operations, which will be in line with agreed risk assessments.
- Appoint a key single point of contact for liaison with the Parish Council
- Provide opportunities for the City of Durham Parish Council to promote the enhanced service
- Attend quarterly meetings and provide quarterly reports.

If agreed, the City of Durham Parish Council will

- Provide service requests by e mail to one point of contact at DCC so they can be logged and scheduled in response in accordance with normal service timescales.
- Attend quarterly meetings to discuss progress and agree priorities
- Publicise the service with residents through newsletters and websites, the service and the available online advice.
- Provide a single point of contact for liaison and case's that requires greater involvement/liaison.

Budget

The Planning Committee wish to propose a budget of £10,000 for the 12-month period of this SLA (funding a total of 475 hours for the 12-month period); 50% of which may be funded by the four County Councillors on the Parish Council through their own County Council budgets. The Clerk is awaiting confirmation from the Director of Partnerships at DCC that County Councillors are able to fund this.

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| DECISIONS REQUIRED | <ol style="list-style-type: none">1) Councillors are asked to agree to entering into a Service Level Agreement with Durham County Council as set out in the above report, effective from 1st January 2020.2) If 1) is agreed, Councillors are asked to agree to a budget of up to a maximum of £10,000 towards this Service Level Agreement. The cost to the Parish Council may be reduced depending on the outcome of the response from the Director of Partnerships on County Councillor funding. |
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CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 27th August 2019 at 14:00 in Room 2, Alington House. 4 North Bailey. Durham. DH1 3ET

Present: Councillors V Ashfield (Chair), E Ashby, L Brown and M Ross.

Also present: Parish Clerk A Shanley

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Elmer, D Freeman and J Atkinson

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 16th JULY 2019.

The Minutes of the meeting held on 16th July 2019 were accepted as a true and accurate record of proceedings.

4. MATTERS ARISING

None received

5. PUBLIC PARTICIPATION.

None received

6. PROPOSAL TO CARRY OUT TREE PLANTING AT THE SANDS

The Chair advised that, with the development of the new County HQ building taking place, concern had been expressed about the loss of all the trees on the site. The Chair advised that she had discussed the proposal to carry out some planting of trees at the Sands with the Clerk, who had in turn discussed the proposal briefly with the Freeman who had been very amenable to the idea. Members considered what sort of trees could be planted in the area and agreed that Beech, Willow and Chestnut would be the best. Cllr L Brown remarked that November would be the best time for planting new trees. The Clerk advised that he was aware that the Woodland Trust offer free trees to community organisations and he would be happy to submit an application, however did advise that the County Council would need to grant permission for the planting of the trees. The Chair advised that the £500 from the Clean and Green budget for planting could be put towards this in case the trees were not free of charge. It was unanimously **agreed** that, subject to the County Council granting permission for the planting of the trees, a proposal should be put to Full Council on this in September.

7. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES,

i) Update on Good Neighbour scheme

The Clerk advised that they had heard no further from Charlie at the DSU on this. The Clerk advised that he would chase this and would hopefully seek a meeting with the new DSU Officer who was due to take over Charlie at the Students Union.

ii) Update on Clean and Green tasks

The Clerk reminded Members that the Parish Council had agreed to become a partner with Durham in Bloom and to finance a flower exhibit for 2019. The Clerk advised that the Bishop's mitre flower display was in place in the Marketplace and was attracting a lot of public attention. The Clerk advised that this element of the Clean and Green tasks could be taken off the work list for this year, however there would be a need in advance of next year's event, should the Council agree to partner with Durham in Bloom next year, to decide on how the Parish Council would wish to contribute to the event.

The Chair advised that the Environment Committee had negotiated with DCC to tidy up land at Highgate and potentially turn the area into sensory garden/park. The Parish Council would need to carry out some re-planting in future years. The Clerk reported that at present only the Path had been cleared and none of the trees had been cut back as discussed with the officers. The Clerk advised that he would chase this up.

The Clerk reminded Members that an award for the best kept business frontage, including a competition for the best Christmas display by independent businesses; chains stores; indoor market stalls; non-retail units was agreed by Full Council together with an Award ceremony. The Clerk reported that he would be working with Cllr J Atkinson to arrange the event for this year and advertising would start on this from the end of September.

The Chair reported that DCC had offered free plants for replanting the gardens in front of The Sands flats in conjunction with Durham Sixth Form Centre students. However, no reply had been received from the student contact at the Sixth Form Centre and the timing for the Summer plants was now over. It was agreed that the Clerk should contact DCC Clean and Green officers and ask for the area to be cleared and to request costs for autumn planters.

The Clerk confirmed that the new Neighbourhood Warden had begun her post and the Parish Council had been successful in securing the £5000 additional funding from the AAP. The Clerk advised that he felt that there was a need to advertise the fact that the Parish Council now has its own Neighbourhood Warden more and how to go about reporting issues to the Warden. It was agreed that a video should be created with the Chair of the Environment Committee to give further publicity about how members of the public can go about reporting issues.

The Clerk advised that he had heard nothing further from DCC Officers about the potential Service Level Agreement for a "handman" and advised that he would be chasing this up.

The Clerk advised that the deep clean and treatment of North Road from Neville's street to the North Road end of Framwellgate bridge was now complete and was looking excellent. The Clerk advised that this would be removed from the programme of work for this year.

The Clerk advised that there were no updates on the bike racks/ flower tubs since the last meeting. The Chair asked the Clerk to chase this up with Cllr E Ashby to see if there was any movement on this project.

The Clerk presented a design to Members for the cigarette pouches. Members agreed with the design as proposed and it was agreed that light purple and black would be the colours of choice for these and that the Clerk should order these as soon as possible from the chosen supplier. The Clerk advised that a strategy would need to be developed about how the Parish Council distributed and advertised these pouches.

iii) Involving young people

a. Terracycle project

The Chair advised that she had been looking further into the Terracycle scheme as discussed at the last meeting. She felt this would be a very good initiative to start off with in the Primary schools in the Parish. Cllr M Ross agreed with this and also felt that the Primary schools may be able to promote this scheme to the High schools in due course. It was **agreed** that the Clerk should write to all the local Primary schools asking if they wish to participate in the scheme, and, if so, the Parish Council would be able to fund either one large Terracycle collection box or two small collection boxes depending on the school's needs. The deadline for a response was agreed for 11th September to allow for the proposal to be put to the Full Council in September.

b. Environment training for teachers in the City of Durham Parish

The Chair advised that she had been made aware of a scheme currently being run by the North of Tyne Mayor to have every school in his region undertake to have at least one teacher in each school carry out an UN-accredited Environment training course.

The Clerk advised that he had been looking further into this. This is a free online course which teachers can do in their own time. The Clerk advised that he had a discussion with the programme leader who advised that 3,000 schools were currently participating and none of these were believed to be in the City of Durham Parish area. Cllr M Ross advised that she was aware of the time and funding constraints around teacher training and felt that the Parish Council would need to fund the teacher's time or at least part of this in order to be able to do this. The Chair reported that it would be a real pioneering initiative for the Parish Council to promote this to all schools in the area and agreed with the proposal to fund part of a teacher's time to do this. It was **agreed** that the Clerk should write to all schools on this and request expressions of interest. The deadline for a response was again agreed for 11th September to allow for the proposal to be put to the Full Council in September.

iv) A167 – Working Group update

Cllr L Brown reported that she had heard back from DCC officers that the gates and the additional signage in the A167 Working Party programme of work would not be possible as it was felt that these would be a highways risk due to issues with the line of sight. The flower planters however would be fine. Cllr L Brown also reported that she and Cllr E Scott would be funding Speed Indicator Display signs from their Neighbourhood budgets opposite Douglas Gardens. Cllr L Brown advised that she had received correspondence from residents concerning the lack of any signage coming down the hill towards Neville's Cross school about the 20mph speed limit and this would hopefully tackle this issue. Cllr L Brown also advised that there would hopefully be a meeting of the Working Group – including representatives of the local Residents' Associations in due course.

8. AOB

None received.

9. DATES OF FUTURE MEETINGS.

The next meeting was agreed at 5:15pm on 24th September. It was hoped that the room in Clayport library would be available for this.

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

Signed,

Chair City of Durham Parish Council Environment Committee.

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 24th September 2019 at 17:15 in Office 2, Clayport Library Building, Durham. DH1 1WA.

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

Also present: Parish Clerk A Shanley.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs L Brown and D Freeman

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 27th AUGUST 2019.

The Minutes of the meeting held on 27th August were unanimously agreed as a true and accurate record of proceedings.

4. MATTERS ARISING

None received.

5. PUBLIC PARTICIPATION

None received.

6. UPDATE ON TREE PLANTING AT THE SANDS

The Clerk reminded Councillors that there was a report on the September Full Council Agenda to approve the scheme. The Clerk reminded Members that this was all subject to written confirmation from the Freeman to allow this works to go ahead.

Cllr J Elmer advised that he was in favour of the scheme but felt the budget of £500 was overestimated. He advised that tree whips were very cheap indeed and the cost would be nowhere near £500.

Cllr E Ashby advised that the County Council ought to be encouraged to replant the trees equivalent if not more so than those lost due to the development of the new County Hall Headquarters. Cllr E Ashby felt that this ought to be a cost to the County Council rather than coming out of the Parish Council budget.

The Clerk also reported that, following a meeting with DCC officers and representatives of the Parish Council, Lorraine O'Donnell had promised to look again at the line of trees still in place between the coach park and the grass land with a view to hopefully retain those trees.

7. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES

- i) Update on Good Neighbour scheme

Cllr E Ashby advised that she had received further correspondence from Jess Dunning at the Durham Students' Union (DSU) to state that she felt that a DSU society may be the best way to move forward with the scheme. The original proposal of having a professional member of staff to lead on the scheme was unfortunately not a possibility.

Cllr E Ashby advised that she would like to seek further clarification about how this would work.

The Clerk advised that he had received confirmation from Jess that such a society would still be covered by the Students' Union's own insurance.

ii) Update on Clean and Green tasks

The Chair advised that she had been contacted a lot about bins from local residents and she had been dealing with this directly but she would like the Neighbourhood Warden to have more input.

The Clerk advised that the funds from the AAP were imminent and Nicola's working hours would be increased as a result. The Clerk also reminded everyone that the first report from Nicola had been circulated. Cllr J Elmer advised that he felt the report should include some key performance indicators and ought to be quantified too. The Chair advised that she and the Clerk had a meeting with the Neighbourhood Warden team and the University to discuss how the Service Level Agreements were working and she would update the Committee following this meeting.

The Chair reported that she, Cllr E Ashby and the Clerk had recently met with the Clean and Green team to try and create a service level agreement with the DCC team for an enhanced service for litter picking, sweeping, etc. This was not possible as the City already had a number of personnel working on these issues from Durham County Council and the Clean and Green team were in the process of establishing a rapid response team to tackle these issues more quickly and improve civic pride.

As an alternative to this SLA, Cllr E Ashby proposed that the Parish Council fund a "Quiet Zone Officer" in order to tackle excessive noise which everyone is aware happens in the City and noise too is a pollutant. It was **agreed** that the Clerk should investigate this further and report back to Committee.

On Business Frontage awards, it was agreed that the Environment Committee should start to advertise these awards from the beginning of October. It was also agreed that the Committee should work with a number of key stakeholders from Durham BID, the AAP, the City Centre Manager and the Durham Indoor Market Company to further promote the awards. The Clerk advised that he felt the work would be in organising the Christmas Civic party. It was proposed that Cllr J Atkinson and Cllr E Ashby support the Clerk in his work on this initiative.

The proposal to fund some bike racks/ flower tubs was shelved by the Committee. However, Cllr E Ashby proposed that the Parish Council fund some flower tubs from the company Woodpile on land adjacent to Fowler's Yard. The Clerk advised that he would investigate this further.

iii) Involving young people – Terracycle project and UN Climate Change teaching training

The Chair reported that she and the Clerk had written to all local schools about these schemes and the schemes were on the Full Council Agenda for September for Full Council approval.

iv) A167 – Working Group update

Cllr E Ashby advised that there had not yet been another meeting of the Working Group. Cllr E Ashby advised that she would like to seek clarification from the Officer at DCC on what signage would be possible for the scheme.

11. AOB

The Clerk reported that he had been looking into the proposals of heritage signage. It was felt that further street furniture would not be welcome in Durham City. The Clerk reported that he had been working on a similar project with Anna Lawson to promote the work of Dr Fenwick Lawson. The Chair proposed that some of £5,500 in the budget for heritage signage could be allocated to the development of the app which could firstly be used primarily for the work of Dr Lawson and then expanded to include other heritage sites. The Clerk advised that a decision could not be taken on this at this Committee but a report would be going to Full Council on the Fenwick Lawson project.

Cllr V Ashfield advised that she would be attending a Climate Change event in Durham City as a Parish Council representative.

Cllr J Elmer also encouraged Councillors to attend the Churches Together event on 17th October.

12. DATES OF FUTURE MEETINGS

It was agreed that the next meeting of the Environment Committee should take place at 17:15pm on 15th October.

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.

PRIORITY 1: Involving Young People - £5,500 budget

| | Actions | Who | What | Actual spend |
|----|--|------------|-------------------------|----------------------|
| 1. | Arrange for Council / Committee meetings held in schools | MR & VA | Visit schools | £0 |
| 2. | Young people involved in recycling issues | MR & VA | Visit / contact schools | £1,000 |
| 3. | Schools involved in UN Climate emergency Training | AS & VA | Contact schools | £1,500 |
| | | | | Total: £2,500 |

Priority 2: Clean and Green - £30,000 budget

| | Actions | Who | What | Actual spend |
|-----|--|------------|---|-----------------------|
| 1 | Neighbourhood Warden contract | AS | Litter, rubbish bins, dog fouling | £5,000 |
| 2. | Invite Oliver Sherratt to attend EC meeting | VA | Durham in Bloom Future plans | £2,500 |
| 3. | Grass cutting / cleaning SLA Sustainable planting | VA | Meet Andrew Jackson Discuss future plans and our ideas | £0 |
| 4. | Business Frontages | JA | Establish competition, awards and plaques | £3,000 |
| 5. | Pocket Ashtray | AS | Order for circulation in Dec 2019 | £3,650 |
| 6. | Invite Dave Wafer to attend meeting | VA | <ul style="list-style-type: none"> Ask him to outline his planning programme Present our issues Consider other aspects | £0 |
| 7. | Cleaning North Road | AS | | £14,487 |
| 8. | Replanting trees at The Sands | AS / VA | Present to Full Council for agreement | £500 allocated |
| 9. | Bike Racks / Flowertubs / under Milburngate Bridge | EA | Order tubs | £1,500 allocated |
| 10. | Quiet Zone Officers | | | TBC |
| | | | | Total: £30,637 |

Priority 2A: Clean and Green: Good Neighbour - £1,000 budget

| | Actions | Who | What | Actual spend |
|----|--|------------|---|---------------------|
| 1. | Build partnership with DSU / SCA | EA | Discussions with the Students' Union and Student Community Action | |
| 2. | Work with Neighbourhood groups to identify needs | | | |

| | | | | |
|----|------------------------------|--|--|----------------------|
| | | | | |
| 3. | Create strategy to meet need | | | |
| 4. | Purchase of equipment | | | £1,000 allocated |
| | | | | Total: £1,000 |

Priority 3. A167 Traffic Calming - £3,500 budget

| | Actions | Who | What | Actual spend |
|----|----------------------|---------------|------------------------------|------------------|
| 1. | Create Working Group | EA/ ES/ LB | Include neighbourhood groups | |
| 2. | Refuges | Working Group | Liaise with DCC | |
| 3. | Flower Towers | EA / LB | | |
| | | | | Total: £0 |

Priority 4: Heritage Signing - £5,500 budget

| | Actions | Who | What | Actual spend |
|----|--|--------------|--------------------------------|----------------------|
| 1. | Propose consider the Fenwick Lawson App trail in conjunction with partners | Full Council | Receive input from Anna Lawson | £3,500 |
| 2. | Work to engage partners ... | Env Cttee | | |
| | | | | Total: £3,500 |

Items in **green** are those which have been completed or are well under way. Those in **black**, are in progress or under consideration.

ITEM 6: CITY OF DURHAM PARISH COUNCIL ENVIRONMENT ACTIONS CLIMATE IMPACT AND OUR INFLUENCE: USING OUR POWERS WISELY

Full Council level:

- Encourage the county council to take a wider view of the local governance by:
 - revising the Climate Emergency targets in line with other councils –ie to be carbon neutral by 2030, including disinvestments from carbon fuel funds and from airport expansion and seeking for economic stability rather than economic growth;
 - supporting the proposed Durham Climate Change Alliance to have greater responsibility as a high-level decision maker.
- Press for the County plan to require:
 - a reduction of road building and support for low carbon transport infrastructure including improving communal transport;
 - regeneration across the county not just focused on the city;
 - new homes (and retro-fitting of existing) to be zero-carbon, fitted with renewable energy, nature friendly, and located close to public transport and amenities;
 - all new taxi licences in the county to be restricted to electric vehicles;
 - designated places for trees, creation of renewable energy, nature restoration and safe walking and cycle routes.

Planning:

Actively support planning applications for new renewable energy in the area.

- Place conditions on all new planning applications: require every decision to be well informed on its climate impact and demand that the planning authority provides you with the appropriate information;
- Influence decisions on infrastructure and transport projects made by local authorities;
- Encourage increase in the amount of renewable energy generated locally & encourage use of electronic display showing how much energy has been generated and how much money and CO2 emissions saved;
- Request street lighting which uses well-directed LED lighting;
- Encourage car-sharing schemes for commuting and non-commuting journeys.
- Press for differential car-parking charges for fully electric, hybrid and high carbon vehicles and provide dedicated spaces with electric charging points;
- ban the use of idling carbon-using vehicles (eg ice cream vans and promotion vehicles) in the Market Place, Millenium Place and other central urban spaces in the County.

Finance

Ensure money is invested wisely.

- ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

Business:

Provide a local guide that provides information on accredited local businesses including:

- renewable energy installers for solar panels, batteries, EV charging points and heat pumps;
- eco-friendly retailers, green builders and landscape companies;

Buy green and support bulk purchases

- reward businesses committed to a green future;
- encourage green electricity helps develop new renewable energy (eg Ecotricity, Good Energy and Octopus);

- buy green including any food provided at events, (mainly plant-based food and less but better meat and dairy);
- support local costs of installing solar PV & other renewable technologies such as heat pumps;
- bring together local homeowners and businesses to support lower costs if done in bulk, street by street, or area by area.

Environment

Encourage the formation of Climate Action groups in schools

- provide resources, training and advice to climate action groups;
- help them come together to demand national action;

Manage land for nature.

- allotments, bridleways, burial grounds, commons and open spaces and village greens can be managed to enhance nature, particularly through changing mowing regimes.
- Encourage support for "Buglife's B-lines project" aiming to support the development of a network of wildlife friendly corridors;
- help people green the streets where they live.
- reduce pesticide (eg glyphosate weed killer) use and other harmful activities including using signage on council-owned land where you use peat-free compost.

Increase tree cover.

- Campaign to replace all trees that are lost and to double the city's tree cover. (The Forestry Commission's aim is for at least 20% tree cover) including encouraging and supporting landowners to take part in tree planting.

Use green transport.

- Encourage employees and councillors to walk, cycle or use public transport or car-share;
- Encourage the county council to provide bikes or electric bikes for staff for any work-related trips including zero-interest loans for buying bikes;
- Refund travel costs only for electric vehicles.

Recycle fully and minimise waste going to landfill or incineration.

- ensure all waste is recycled or composted;
- set-up community recycling facilities for hard-to-recycle items;
- set up a community composting scheme;
- Minimization of waste by reuse (eg, reusable cups) & avoiding unnecessary purchases.
- Quick wins
 - add "plastics only" bins in urban areas to make recycling easier for the public and have occasional monitoring of the use, to remind the public how to use them;
 - encourage children (through school programmes) to "monitor and encourage" adults to respect the recycling policies;
 - provide a major advertising programme to encourage students, especially those unused to recycling, to respect our norms.

| | |
|------------------------------|---|
| DECISION REQUIRED | Councillors are asked to agree to the action points as set out above as part of the Parish Council's work to tackle climate change. |
|------------------------------|---|

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Licensing Committee held on Friday 16th August 2019 at 11:00 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

Present: Councillors L Brown, E Ashby and R Cornwell

Also present: A Shanley (Clerk) and Chris Binding (Local Democracy Reporter -JPI Media).

Cllr L Brown in the Chair

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies received from Cllr A Doig.

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 12TH JULY 2019

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

5. UPDATE ON RECENT LICENSING APPLICATIONS.

The Chair advised that the application for Blue Eye had been permitted without a hearing as the applicant had accepted the conditions requested by the Parish Council. These include:

- 1) Off sales from the premises will cease at 11pm
- 2) Use of the pavement café will cease at 11pm and the outside seating will not be used after this time.

The Chair remarked that she felt this to be a positive outcome.

6. PROGRESSING THE PARISH COUNCIL LICENSING TRAINING CONFERENCE

The Clerk reported that the date of 30th September had been booked at the Town Hall in Durham for the Conference and this is due to take place between 6pm – 9pm. The training provider has confirmed his availability for this event and will be charging the Parish Council £500 for his work and time and he will also be requesting reimbursement of travel expenses but not accommodation costs, which he will cover personally.

As part of the agreed fee, the training provider will be creating training materials for the event which he will share on 9th September (3 weeks prior to the event) with the Parish Council Licensing Committee.

The Clerk reported that he hoped that Durham Police would be in attendance for the event, however at present he had not received a confirmation from the Police nor from the MP who had also been invited.

The Clerk reported that, as part of the event, the Committee may look to set up some "test" licensing applications for attendees to comment on these as a training activity at the event.

The Committee felt that plans for the event were progressing well. The Clerk advised that the only thing left to do is to publicise the event as far and as wide as possible within the Parish.

7. TO CONSIDER THE FOLLOWING LICENSING APPLICATION:

Savers Health and Beauty Limited - Application to vary a premises licence Sale of alcohol (off the premises) Monday to Saturday 8.00am to 7.30pm, Sunday 10.00am to 6.00pm, Monday to Saturday in December to 8.00pm

It was **agreed** to note this application with a comment to DCC Licensing Team to request that they keep an eye on the sale of cheap alcohol and ensure this is in line with minimum unit pricing.

Durham Gin Limited - New premises licence application

Live music (indoors) Friday 4.00pm to 11.00pm, Saturday 12.00pm to 11.00pm, Sunday 12.00pm to 5.00pm

Recorded music (indoors) Monday to Thursday 10.00am to 8.30pm, Friday and Saturday 10.00am to 11.30pm, Sunday 12.00pm to 5.30pm

Sale of alcohol (on and off the premises) Monday to Thursday 10.00am to 8.30pm, Friday and Saturday 10.00am to 11.30pm, Sunday 12.00pm to 5.30pm

Clrs E Ashby and R Cornwell advised that they had met with the applicant and their Agent at the proposed premises and had discussed the plans for the premises.

It was **agreed** to note this application with a comment to DCC Licensing Team that the Parish Council hoped that the license would come under review should the premises ever change ownership.

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: DURHAM COUNTY COUNCIL CLIMATE EMERGENCY CONSULTATION

On 20 February 2019, Durham County Council declared a Climate Change Emergency with a target to reduce its own carbon emissions by 60% by 2030 (from a 2008/9 baseline) and to investigate what further actions are necessary to make County Durham carbon neutral by 2050 (from a 1990 baseline)

As part of this resolution, the County Council also agreed to carry out wider consultation on its plans to reduce its own carbon emissions. This consultation runs from mid-September to the end of October and will help to inform an action plan by the County Council to be reported to Cabinet in early 2020. It is anticipated that the Climate Emergency Action Plan will be reported to County Councillors thereafter. Such an action plan is expected to be revised and updated on a regular basis in the light of new technological, policy or resource opportunities.

The County Council is now seeking views on existing plans and what further action can be taken to assist in reducing carbon emissions across the entire County.

At its meeting on 15th October 2019, the Parish Council Environment Committee considered a joint report by Cllrs V Ashfield and J Elmer and agreed that the following should go to Full Council as the recommended response to the consultation:

Question 1: Please choose THREE of the following objectives which you feel should be prioritised across County Durham as a whole?

Response:

- Increase the use of County Durham's natural, renewable energy resources
- **Improve the energy efficiency of buildings**
- **Make walking, cycling and use of public transport part of the everyday travel culture**
- Ensure County Durham is ready for the switch to electric vehicles
- Improve our natural environment, through things such as woodland planting, peatland restoration or wildflowers
- Find ways to lower the impact of the food we produce and eat
- Reduce waste and increase re-use, recycling and composting
- **Increase awareness of what can all do to tackle climate change**
- Other

(Highlighted options illustrate the proposed responses to this question).

Question 2: Do you feel there is anything missing from the countywide actions to tackle the climate emergency and achieve our targets?

Response:

1. Revision of Climate Emergency Targets to bring them in line with the majority of other Councils' across the UK – i.e. carbon neutral by 2030
2. A commitment to reversing growth of carbon intensive transport networks (Road building) and transfer of funds to low carbon transport infrastructure.
3. Use of planning responsibilities to enable creation of solar fields and more wind energy.

4. Prioritization of regeneration into main towns and small towns rather than seeing Durham City as the focus for economic growth. This would reduce the need for County residents to travel to work across the County to access Durham City.
5. A commitment to the retrofitting of existing homes with better thermal insulation.
6. A commitment to a new economic model that promotes economic stability rather than economic growth.
7. A commitment to pension divestments from carbon fuels.
8. A commitment to divest from airport expansion.
9. Quick win: add "plastics only" bins in urban areas to make recycling easier for the public and have occasional monitoring of the use, to remind the public how to use them. Encourage children (through school programmes) to "monitor and encourage" adults to respect the recycling policies. Provide a major advertising programme to encourage students, especially those unused to recycling, to respect our norms.

Question 3: Please choose THREE of the following objectives which you feel we, as a council, should be prioritising to reduce our emissions?

Response:

- **Heat: Upgrade the energy efficiency of our buildings**
- Heat: Upgrade our heating systems with low carbon alternatives
- Heat: Aim for new council buildings to be very low or zero carbon
- Transport: Reduce the need for our staff to travel
- **Transport: When required, encourage our staff to travel by walking, cycling, public transport, pool cars and car sharing**
- Transport: Increase our electric vehicle and equipment use
- Electricity: Monitor energy use and educate staff to lower demand
- **Electricity: Maximise the generation and storage of renewable electricity on council land and buildings**
- Policies and practices: Update our policies and practices to ensure they protect the climate
- Other

(Highlighted options illustrate the proposed responses to this question).

Further comments on Question 3:

- Use a differential pricing policy for council owned car parks so that fully electric vehicles pay least, hybrids pay an intermediate cost and fossil fuels pay a premium;
- Immediately ban the use of idling carbon-using vehicles (e.g. ice cream vans and promotion vehicles) in the Market Place, Millennium Place and other central urban spaces in the County)

Question 4: Do you feel there is anything missing from our actions to tackle the climate emergency and achieve our targets?

Response:

1. Have an increased differential for our household bins: e.g. plastics only, composting only; paper separate from paper, and a reduction in costs (free garden bins?) for those who fully respect this.
2. Only engaging with other agencies which reject fossil fuels
3. What seems to me to be the biggest weaknesses in the Climate Emergency relate to governance and leadership.
4. The document seems framed by the view that the Council can only have influence of Council services which account for 3% of total Countywide carbon emissions. This seems to misunderstand the role of a Councillor as a locally elected community representative. Councillors need show a great deal of leadership on this issue, working with all stake holders (residents, business, land owners primarily) to broker cross community agreements to deliver necessary carbon reduction actions. This area if work could then bite into the 97% emissions that do not stem from Council services.
5. With regards governance, it is currently proposed that the work is steered by Environment and Climate Change Partnership, who in turn report to Environment and Sustainable Communities Overview and Scrutiny Committee. This arrangement is not fit for purpose as it places a single organization (DCC) with sole responsibility for high level decision making. This will (and already has) acted to deter other organization from engagement. Why should a land owner, business etc be bound by Council decision making? What's needed is a stake holder climate partnership with decision making authority, and the ability to bind other organizations with its decisions. Otherwise it's simply a talking shop. The proposed Durham Climate Change Alliance seems to be a step in the right direction, but its authority as a high-level decision maker is not currently clear.
6. The County Durham Plan, with its aspirations to stimulate inward migration, proposals for major road building, green space development and Durham City centric model will dramatically increase overall County Wide carbon emissions. This document is the Council's principal lever for reducing carbon emissions and it simply doesn't address the matter. All the good work proposed in this report will be more than cancelled out if the County Durham Plan goes forward as it is. Given that this Plan is driven by the same service area overseeing the Climate Emergency, it works to undermine perceptions of the Council's commitment to this issue.
7. The County Council should start immediately funding renewable programmes and investigate within the next 2 years bringing in limitations on fossil fuel vehicles.

| | |
|------------------------------|---|
| DECISION REQUIRED | Councillors are asked to approve the responses as set out above as the Parish Council's responses to the consultation by the County Council on the climate emergency. |
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ITEM 10: DURHAM CITY NEIGHBOURHOOD PLAN

There is a need for the Parish Council to agree the latest version of the Neighbourhood Plan to allow this to progress to the next stage of consultation.

Councillors are reminded that the neighbourhood Plan recently underwent a Regulation 14 (public) consultation and the vast number of responses were positive and there were also a number of amends requested to the Plan. The latest version of the Plan represents the culmination of amends to that feedback and it is now necessary for the Parish Council to approve this latest version of the Plan.

The Parish Council Planning Committee considered the Plan at its meeting on 10th November and the Full Council were asked to consider any amends to the substance of the plan by 14th October. Hard copies were paid for and distributed to facilitate in this activity. No amends have been put forward by parish Councillors, however the following amends have been proposed by representatives of the Neighbourhood Plan Working Party following a final proofread of the document. These amends are listed below:

Amendments

para 4.137 and Policy E1. Suggested change of title of policy as now only one site is included: Policy E1: Large Employment Site OR The Aykley Heads Business Park
para 4.194 Updated to take account of the fact that the Article 7 Direction is being implemented this month

para. 4.208 A question whether the percentage of students is only 53%; in Our Neighbourhood it is more like 70%. The 53% figure comes from the 2011 census and this should be noted in the text. We would need an official source for the 70% figure to be able to use that and include a citation to this source.

para. 5.5 Deletion of indicator 15: Encouraging provision of public art as this aspect has been moved from Sustainability Policy S1 into Community Policy C1: Provision for Arts and Culture.

Appendix D updates, which will be made:

Empty Shop now in North Road
Include 'Bridge Inn, North Road' in list of hotels

para. D12. Amended to read: "There is no provision for coach parking in Durham City following the recent development of the Sands for the new County Hall offices. Coaches now park adjacent to the Belmont Park and Ride car park which is out of Our Neighbourhood."

There are also a small number of typos, which will be corrected.

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| DECISION REQUIRED | Councillors are asked to formally agree the latest version of the Neighbourhood Plan, subject to the amendments as set out in the above report by the Neighbourhood Plan Working Party, so as to allow the Plan to progress to the next stage of consultation. |
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ITEM 11: BUSINESS COMMITTEE TERMS OF REFERENCE

Councillors are reminded that the Parish Council agreed to the formation of a new Committee to look specifically at engaging with and promoting businesses in Durham.

At its first meeting, the newly-formed Committee agreed to name itself the "Business Committee.

Councillors are also reminded that the Committee was tasked to consider its Terms of Reference and bring a proposal to Full Council for formal agreement. The Terms of Reference, at a minimum, describe the purpose, scope and authority of this Committee.

Members should note that the Terms of Reference for this Committee will be reviewed in May 2020 as with other Committees of the Parish Council.

The Committee agreed the following Terms of Reference for itself:

Business Committee

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

POWERS AND DUTIES

- a) To consider and make recommendations to the Council in relation to any appropriate activities the Council may wish to undertake to market Durham as a place for businesses to trade.
- b) To work and liaise with key stakeholders to enhance the business offer within Durham, in particular promoting the daytime and early evening economy.
- c) To work with key stakeholders to identify opportunities to regenerate empty retail units or areas.
- d) To consider and make recommendations to the Council in relation to any matters which the business community feel adversely impact on their trading, e.g. law and order issues, drugs and alcohol, homelessness, etc.
- e) In so far as it impacts on business trading in the area, to consider and make recommendations to the Council in relation to all matters pertaining to vehicular parking.
- f) Where appropriate, to represent the interests of the business community, who form a vital part of the community of Durham.
- g) To advise and make recommendations to the Council and work with key stakeholders to ensure that all temporary events aimed at promoting Durham are also to the benefit of all local traders.
- h) To advise and make recommendations to the Council in relation to its own procurement practices, to ensure that goods and services required are sought locally wherever possible.

- i) To promote sustainable business in Durham, if necessary, to consider the appointment of external advisors to advise and support the Committee in its work.
- j) To develop and enable effective two-way communication between the business community and local residents.
- k) To assist in the production and implementation of the Neighbourhood Plan, in so far as it relates to business issues.
- l) To respond on all matters of general importance affecting the business community in its area and to consider and comment on any policies or procedures of any other agencies in relation to any issue of impact.
- m) To make appropriate representations to any relevant agency in relation to any incident, event or action which, in the opinion of the Council, is detrimental to the business community in its area.

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

Reference

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

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| DECISION REQUIRED | Councillors are asked to formally agree the proposed Terms of Reference as set out above for the Business Committee of the Parish Council. |
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ITEM 12: PROPOSAL TO INTRODUCE A PAY AND DISPLAY CAR PARK AT DURHAM SIXTH FORM CENTRE

Councillors are asked to consider proposals to introduce a pay and display car park that will be operational between Mon-Fri 5pm-10pm and Sat-Sun 8am-10pm on Durham Sixth Form land. This has been requested by Durham Sixth Form Centre.

The car park will be run and maintained by Durham Sixth Form Centre and will take all income from the car park. It is envisaged that Durham County Council will charge the Sixth Form Centre a maintenance fee to enforce the restrictions.

It is hoped that by introducing this scheme, this will improve the parking availability in the area during the times stated above, as the current situation is that the car park is only for the Sixth Form use and barriers are in place to prevent parking.

The City of Durham Parish Council has been invited to comment on the proposals by no later than 29th October 2019.

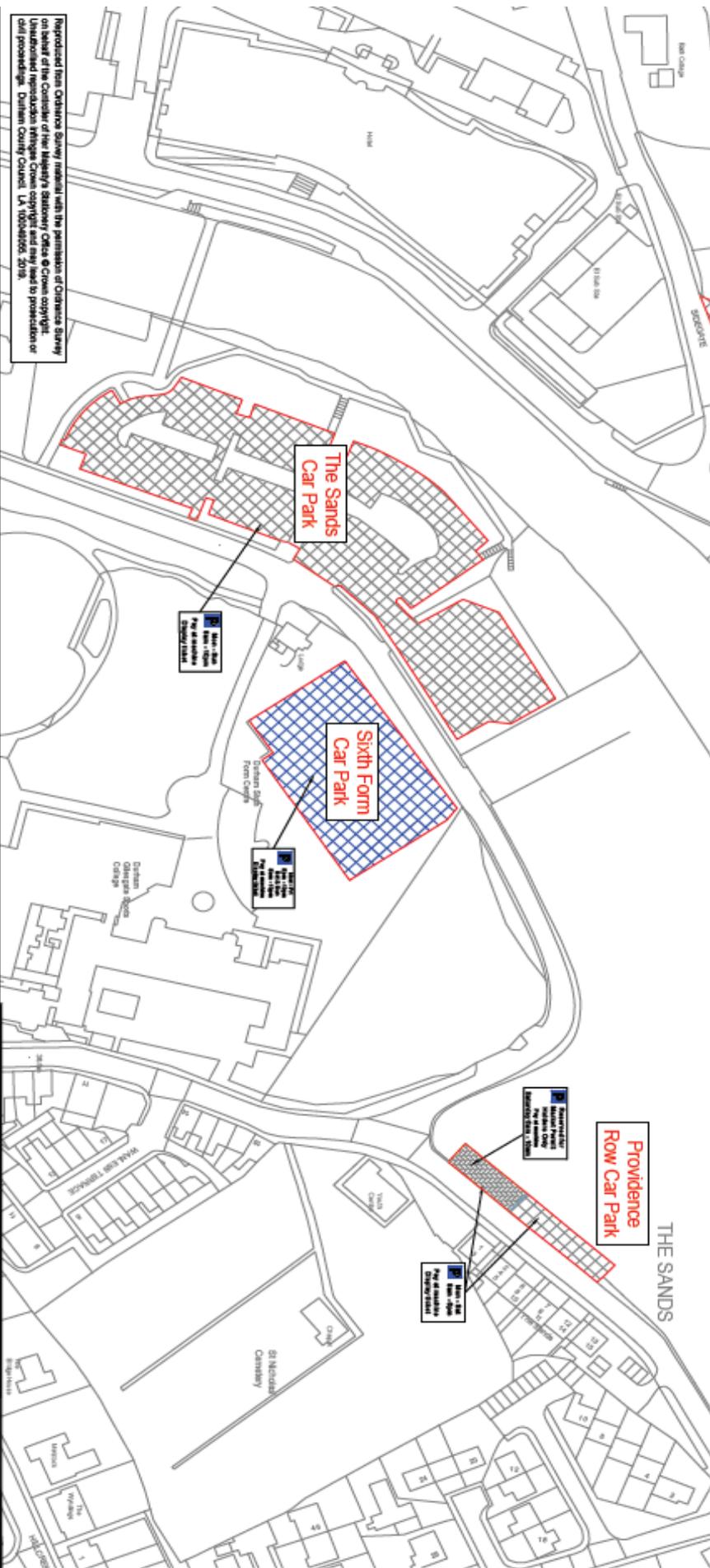
Councillors are reminded that, in the response the Parish Council made to the Parking Order consultation for the Market Traders parking at Providence Row, the Parish Council did request that the County Council explore longer term parking solutions and specifically requested that the Durham Sixth Form Centre be considered. Furthermore, this parking area will allow for high sided vehicle use; something which could assist traders travelling in using high sided vehicles. This could also assist in alleviating the problems in Durham City in relation to the provision of disabled car parking.

Upon receipt of this consultation from DCC, the Clerk circulated this to Councillors for initial feedback. The following feedback has been provided:

- Parish Councillors welcome this scheme and feel that this is something which should be supported.
- The new pay and display car park must include new electronic vehicle charging points to account for the loss of these at the Sands with the development of the new County Council Headquarters.
- The tariffs set should be broadly in line with the tariffs at the former Sands car park (i.e. £1.60 for the first 2 hours, then 80p per hour thereafter)
- Alternate charging should be imposed so that higher tariffs are imposed on diesel and/or high carbon emission vehicles and electronic and hybrid vehicles have a much-reduced tariff.

The proposed area is set out in a map overleaf to this report.

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| DECISION REQUIRED | Councillors are asked to consider how they wish to respond to the proposals to introduce a pay and display car park at Durham Sixth Form Centre. |
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NOTE: The Sands Car Park is CLOSED

- Proposed Off Street Car Park - Sixth Form Car Park
Mon-Fri 8am-10pm and Sat-Sun 8am-10pm Pay at Machine Display Ticket
- Existing Off Street Car Parks
- Existing Market Permit Holders Only

| Ref | Area | Drawn by | | Approved by | | Description of Amendment |
|-----|------|-------------|--------|-------------|------|--------------------------|
| | | Name | Date | Name | Date | |
| | | E. Brindley | Oct 19 | | | |

| | |
|---------------------|-----------------------------|
| Project | Off Street Car Parks Durham |
| Drawing | PROPOSED |
| Scales | 1/1250 @ A3 |
| Project/Drawing No. | |

ITEM 13: UPDATE FOLLOWING A MEETING BETWEEN DURHAM COUNTY COUNCIL, KIER AND THE CITY OF DURHAM PARISH COUNCIL

Councillors are reminded that at the last Full Council meeting it was agreed that the Parish Council would meet with Kier and Durham County Council on a regular basis as a means of being kept up to date with the construction of the new headquarters and also use this as an opportunity to raise any ongoing issues with the development. The Chair and the Clerk of the Parish Council met with Paul Nixon and Neil Hosie from Kier and Andrew Megginson and Malcolm Churchill from DCC on 14th October 2019.

Both Kier and DCC expressed a desire to work with the Parish Council and also to meet regularly to discuss the development. Kier have also expressed a desire to set up stakeholder engagement meetings with the Parish Council and the local residents' group.

Kier advised that the coach park will become the main accommodation site for the workmen on site for the development from 21st October. This area would not be accessible to members of the public.

Kier have advised that they have 24 months to complete the development, anything over this timeframe would incur financial penalties so they are very keen to work to this schedule.

Kier update the Parish Council on the current construction programme advising that they would be digging up the Sands car park over the next four weeks, after which time they will be carrying out piling to the site for a period of 10 weeks, after which the foundation for the new Headquarters would be installed. The steel frame for the site is expected to be erected in March 2020. The roof is expected to be installed by the end of 2020.

Cllr Scott asked why the multi-storey car park (MSCP) was not being developed first. Kier advised that they needed the space for laying the materials for the development but that the MSCP would be developed in the second half of the overall development.

Cllr Scott expressed concern about the lack of parking as a result of the development. Andrew Megginson expressed a desire to work with Riverwalk which has a high level of capacity for parking to try and promote its usage to members of the public.

Kier have employed a community engagement officer named Claire Straughan who will be part of the stakeholder group when this is formed. Kier will continue to do a monthly newsletter updating local residents and key stakeholders of the development.

Cllr Scott raised the issue of disabled access and traffic movement by the site. DCC are going to look into this and further signage is going to be erected. Andrew Megginson will be the point of contact for members of the public on any DCC related issues.

Cllr Scott expressed real concern about the fencing off of the common land and advised that the Parish Council was opposed to this and had received legal advice that this was unlawful. DCC officers present advised that they had received different legal advice on this matter and the area would continue to be fenced off for the duration of the development.

Kier advised that they would like to get involved and support any local community project put forward by the parish Council and/or the local residents' groups and they would be seeking ideas for this.

The date of the next meeting with Kier and DCC is to be confirmed.

ITEM 14: CHARTER TRUSTEES FOR DURHAM CITY

As Members are aware, Durham City is one of only 17 areas in England to still have Charter Trustees in existence.

In England and Wales, charter trustees are set up to maintain the continuity of a town charter or city charter after a district with the status of a borough or city has been abolished, until such time as a parish council is established.

The role of the charter trustees is to protect the civic tradition, mayoralty and regalia for the ancient area they represent. However, there are now just 17 of these areas left and traditionally the expectation was that these areas would gain local councils, fully elected local council with precept raising powers, able to better represent the community and spend money on services the community wanted.

Councillors are asked to consider the following information as set out in the Local Government Act:

(i) That s.246, Local Government Act, makes arrangements for the 'preservation of powers, privileges and rights of existing cities or boroughs' through a charter and the appointments of trustees to exercise stated powers under the Act, but that s.246 of the Act also states that:

S.246 (3) Where by virtue of Part I or II of this Act, the area of an existing city or borough on 1st April 1974 becomes a parish in England or becomes a community in Wales having a separate community council, any powers to appoint local officers of dignity exercisable immediately before that date by the corporation of the city or borough shall be exercisable on and after that date by the parish or community council.

s.246 (8) If an area or part of an area for which charter trustees have been constituted under subsection (4) above becomes, or becomes comprised in, a parish or a separate community council is established for a community consisting of such an area, that subsection shall cease to apply to the area or part and accordingly the charter trustees shall cease to act therefor.

(ii) The 2019 House of Commons Briefing Paper 04827 [*Parish and town councils: recent issues*] which notes that Charter trustees are a 'residual category...where a new parish or town council is established for an area with charter trustees, the new body takes on their role and the charter trustees are discontinued'.

Recently Cllr Sue Baxter, chairlady of the National Association of Local Councils, said:

"Most charter trustee bodies seem to have lost their way and have forgotten that they were only ever supposed to be temporary bodies created as a half-way house to a local council being created. Some recent charter trustee bodies have become very large local councils and are doing an excellent job as fully elected bodies representing their communities – Banbury, Hereford and Kidderminster, for instance. That is why we think charter trustees have had their day and the Government should parish the remaining 17 charter trustee areas by the end of this parliament. If this has not happened by then, the government should act to abolish all remaining charter trust bodies by the end of the next parliament."

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| DECISION REQUIRED | Councillors are asked to consider whether, in the absence of action by the Charter Trustees and Durham County Council, to seek to ensure the application of the Act, and thus regularise any actions or decisions of the charter trustees that are currently outwith the authority of the Act, the Parish Council should invite the Secretary of State to initiate procedures to ensure the requirements of the Act are implemented as soon as possible. |
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