

City of Durham Parish Council

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Join Zoom Meeting
<https://us02web.zoom.us/j/85686987546>
Meeting ID: 856 8698 7546

Dear Councillor,

In accordance with both the Local Government Act 1972 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020, I hereby give you notice that a meeting of the **Full Council** will be held in **via Zoom** on **Thursday 22 October 2020 at 6pm** 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. PUBLIC PARTICIPATION**
- 4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25TH JUNE 2020**
- 5. COMMITTEE UPDATES**

- **Planning Committee minutes from meetings held on 7 February, 21 February, 6 March, 17 April, 1 May, 15 May, 29 May, 12 June, 26 June, 10 July, 24 July, 7 August, 21 August, 4 September and 18 September**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>

- Update on the progress of the Durham City Neighbourhood Plan.
- Update on the progress of the County Durham Plan.

- **Environment Committee minutes from meetings held on 12 February, 3 March, 3 June, 1 July, 29 July and 26 August**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee>

- Proposal from Allotments Association for Parish Council's allotment site on Larches Road.
- Proposal to launch a challenge with local schools to eradicate single-use plastics.
- Alternative proposals for Durham in Bloom fund

- **Licensing Committee minutes from meeting held on 14 February, 13 March, 5 June, 3 July, 14 August and 28 August**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/licensing-committee/>

6. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 25 June 2020.

7. MOTION BY CLLRS R ORMEROD AND L BROWN ON BUSKING IN DURHAM CITY

8. MOTION BY CLLRS R ORMEROD AND M ROSS ON DURHAM WOMEN'S FOOTBALL CLUB

9. PROPOSAL TO PROMOTE THE PARISH'S HERITAGE AND ITS PEOPLE

10. REPORT ON PLANS FOR REMEMBRANCE SUNDAY EVENT AND REMEMBRANCE SUNDAY PROJECT PROPOSAL

11. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS
(List of current appointees attached)

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

12. GOOD CITIZEN OF THE YEAR AWARD 2020

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 25th June 2020 at 18:00 via Zoom.

Present: Councillors E Scott (Chair), E Ashby, J Ashby, V Ashfield, L Brown, S Cahill, R Cornwell, A Doig, J Elmer, C Reeves, R Ormerod and M Ross.

Also present: Parish Clerk Adam Shanley.

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

Apologies were received from Cllrs D Freeman and G Holland.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr E Ashby declared an interest in the grant application being considered under item 5 of the Agenda for SNCF

Cllr J Ashby declared an interest in the grant application being considered under item 5 of the Agenda for SNCF

Cllr M Ross declared an interest in the grant application being considered under item 5 of the Agenda for SNCF

Cllr V Ashfield declared an interest in the grant applications being considered under item 5 of the Agenda for SNCF and the Woodman Inn Group.

Cllr E Scott declared an interest in the grant application being considered under item 5 of the Agenda for the Lowes Barn Community Project.

Cllr A Doig declared an interest in the grant application being considered under item 5 of the Agenda for the Lowes Barn Community Project.

Cllr L Brown declared an interest in the grant application being considered under item 5 of the Agenda for the Lowes Barn Community Project.

Cllr J Elmer declared an interest in the grant application being considered under item 5 of the Agenda for the Durham City Woodcraft Folk.

3. PUBLIC PARTICIPATION

None received.

4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 27TH FEBRUARY 2020

The Minutes of the meeting held on 27th February 2020 were unanimously **agreed** as a true and accurate record of proceedings.

5. 2020/21 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS

The Clerk reminded Councillors that the funding window for grant awards has now closed. The funding window began on 1st April 2020 and a number of organisations have submitted an application for funding to the Parish Council. Councillors are reminded that £20,000 of the Parish Council's budget for 2020/21 was agreed in January towards grant funding.

The funding window was advertised appropriately and the Clerk made all applicants aware of the Parish Council's Grant Award Policy.

Details of all of these applications have been circulated to Councillors and at a meeting of the Parish Council Finance Committee earlier this month, Members agreed to allocate the funding as follows:

Organisation	Project	Amount requested (£)	Amount agreed (£) at Finance Committee on 11th June
The Woodman Community Project	Improvement and separation of rear room space from bar area to allow social activities and basic kitchen facilities, as identified by the community and under any new social distancing regulations as such may come into force.	5000	0. The Committee agreed that the group should re-apply next year, at which point the future of the Woodman Inn may be clearer
Sanctuary 21	We believe in the providing dignity for all our guests. This includes providing an environment which is welcoming and comfortable, this should be reflected in the décor and facilities we offer. Due to general financial demands and running costs Sanctuary 21 has not changed its furnishings or café tables and chairs since it opened in 2009 and they are beginning to look worn and shabby. We would appreciate funding to refurbish our café area to make it welcoming and to show that we value our vulnerable guests enough to make the environment a pleasant and comfortable place for them to be and to engage in the services offered.	1300	1300
St Cuthberts Hospice	In the present situation, one of the few psychological and spiritual comforts the Hospice can provide is the tranquil beauty of its gardens. The Parish Council supported enhancement of the gardens in 2019. Now, outdoor socialising is critical. We seek help to supply volunteers with the supplies needed to keep the gardens beautiful.	1750	1750

St Nicholas Community Forum	<p>We ask for a grant so that we may print and circulate flyers around our area to raise awareness of SNCF, to publicise and inform what we do, to notify re our AGM (September, room hire £50) and to include update information on our planned projects to enhance our area and encourage community participation (Campaign to create a community pub/hub – the Woodman Inn, significant planning and licensing applications, litter picking, greening of the area, awareness of our meetings and invitations to join us, future campaigns and communication with new student neighbours). Flyers 3 x a year.</p>	150	150
Harbour	<p>The work we want to be able to fund would be to improve children’s services within Durham Refuge. At present, we have no fixed children’s worker in Durham refuge and are relying on a shared workload from the whole team. We would like to place Bank Workers in Durham refuge to offer play and motivational sessions for the children and mums in refuge; this could be a one to one (using social distancing). We would facilitate activities such as dressing up, singing, scavenger hunts, games, puzzles, cooking, crafts and any other suitable creative play sessions adapted for the individual children. As we would be working with both the mum and child/children this would help develop and strengthen confidence in parenting giving reassuring support to the parents, as they are finding this time particularly hard. For those with older children we can support with any school work, encouraging and motivating them. For this, we need resources such as paints, crafts, paper, pens, glue, and food for baking. We have 13 children residing within our service at present aged between 0-14 years so need to accommodate each age range accordingly. Due to the social distancing rules we need to put on one to one sessions with each family and unable to facilitate group sessions so this is taking more take and more staffing is needed therefore increased staffing costs.</p>	1500	1500
Durham Hospital Radio	<p>A significant number of technology improvements have been undertaken over the last 12 months to increase the stability and quality of the service to the patients and their families. The current project requirement is for the provision of 1000 disposable headphone sets to patients whilst in hospital to enable a wider audience to more readily enjoy the DHR radio experience. This is particularly applicable to older patients who may not possess wi-fi equipment or younger patients who have forgotten their devices.</p>	2000	2000

Blind Life in Durham	<p>Help fund our venue hire on North Road Methodist Church, Durham. We normally hold two sessions per month. We do not expect to return before October due to the Coronavirus.</p> <p>Due to the Coronavirus we have started a number of skype chat groups and one to one phone calls, we also produce a monthly newsletter in various formats. These we will keep going after the Coronavirus.</p>	783	783
Alington House	To purchase new flooring for our community café area. The flooring is approx. 10 years old and torn in areas. As the café is also used by the visually impaired members this is urgent.	785	785
St. Margaret's Centre	To replenish consumable materials used in the craft room, woodworking and upholstery department and the horticultural section.	1000	1000
Samaritans	<p>Following on from changes we made last year to the lower floor of our Branch, we have been making additional maintenance changes to the building to improve facilities for volunteer's while they are at the Branch, an example of the work which has taken place is improving the dividing partitions between volunteer work stations. This bid would support the work we have already done. We would like to offer our volunteers a more comfortable and pleasant space in which to operate by refurbishing our upstairs operations area, the space in which our volunteers take telephone calls. Included in our application would be to replace faulty or old bulky furniture and replace it with smaller more compact furniture to make the area more accessible and easier for our disabled volunteers to manoeuvre in. It would also assist with our Mentor Training Programme, existing conditions make it uncomfortable with multiple volunteers in the room during essential training</p>	2500	2500

Lowes Barn Community Project	<p>This Community Centre project has been developed over 3 years following granting of Section 106 funding linked to the construction of a Community Centre to benefit the inhabitants of Durham South West and neighbourhoods. The project has been developed since 2017, through extensive consultation with residents and potential users. The proposed Community Centre is currently at the planning permission stage and construction is aimed to start in Autumn 2020. Funding to date is not expected to cover the entirety of the cost of building, landscaping and equipping the centre and hence funding support is requested from the Parish Council to support a Site Preparation Project of initial activities that can be separated from the build of the project, whilst still providing community benefit. These are itemised below: _</p> <p>a) Removal of Cherry Trees (preparing site for build): £1,800</p> <p>b) Planting of trees to replace those removed: £1,900</p> <p>c) Purchase of Sheffield Cycle Hoops: £1,280</p> <p>Removal of the Cherry Trees within the Bowls Green boundary Fence closest to the children’s play area would allow work to begin on the building of the Community Centre as soon as sufficient funds are available. This work can only be carried out at certain times of year and if not carried out within the next 6 months may cause delays to construction (due to nesting birds for example). In line with the planning application the trees will be replaced within the Bowls Green boundary. The LBCP has already worked with DCC on a draft Asset Transfer of the Bowls Green area and is applying to the National Coal Board for permission to build in line with a covenant relating to use of the land. The Sheffield Cycle hoops will be the first step in encouraging sustainable transport in line with Durham City Sustainable Transport Delivery Plan 2019-2035. There are currently no secure cycle parking facilities at the park.</p>	4980	4980
Merryoaks WI	To purchase a microphone and speaker system, allowing inclusivity for all members. At present some members do not always get the most out of the talks and activities which are an integral part of our monthly meetings.	300	300
Durham Markets Community Interest Company	To promote the new delivery service to be offered by Durham Markets Company traders to customers living in a 5m radius of the City Centre with delivery by zero emission e cargo bikes and electric vehicles – the project therefore helps both local traders and customers	900	900

	by delivery to the door and is environmentally friendly with zero emission transport		
St Oswalds Institute	To convert an existing toilet to a fully accessible, inclusive one, meeting the requirements of the Disability Discrimination Acts and Equality Act 2010. It will provide a high level w.c., hand basin with lever taps and thermostatically controlled water supply, specified grab rails, alarm call system, appropriate fittings and a baby change unit as specified by Building regulation Document M. Appropriate wall and non-slip floor finishes for all users including people with a range of disabilities, including those with limited vision	3700	3700
Durham Community Association (Shakespeare Hall)	We rent the space we use, which runs over the shops in part of North Road, from the Shakespeare Temperance Trust. The Trust recently undertook major improvements to the exterior of the building, which included replacing three large windows at the front of the building, facing North Road. The design of the new windows meant that the old curtains, rails etc. could not be refitted in their previous position. The existing curtains are old, worn and faded and too short and narrow for where a new rail has to be fitted. We need curtains for privacy and to retain heat. We also need to have reasonable blackout facilities for use of this room by a film club and anybody that wants to use overhead projectors. This bid is for new blackout curtains, rails and all other fittings.	376.5	376.5
Durham City Woodcraft Folk	Annual camp - residential weekend to allow members to take part in activities otherwise not available.	500	500
Friends of Wharton Park	The grant is required to help us fund the restoration and redesign of our community garden ground mosaic. It has not survived well over previous winters.	250	250

The Clerk advised that, if the allocation as set out above is agreed by Members, this will take overall spend to £22,774.50 and that the additional expenditure will need to be agreed by Full Council.

Cllr A Doig advised that the Finance Committee felt that the additional expenditure of £2,774.50 towards supporting local community and voluntary organisations is justified in light of the increased pressure the Covid-19 pandemic has placed on these organisations.

Members **agreed** to the allocation of grant funding as recommended by the Parish Council Finance Committee. Members also **agreed** to the additional expenditure of £2,774.50 towards supporting local community and voluntary organisations.

6. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20

- (i) Members considered and **agreed** the actions arising from the report of the internal auditor for 2019-20. Specifically, Members agreed that all invoices would be signed and/or approved in writing as an additional measure of approval.
- (ii) Members **approved** the annual governance statement for 2019-20
- (iii) Members **approved** the draft annual accounts for 2019-20
- (iv) Members **approved** the Council's register of assets
- (v) Members **approved** the accounting statement and explanation of variances for 2019-20

Members thanked the Clerk for his work through the year and with the annual audit.

7. EMERGENCY COVID-19 BUSINESS RESILIENCE FUND

The Chair reminded Members that the Parish Council agreed to create a Covid-19 business resilience fund earlier this month in order to provide urgent support to local businesses impacted by the COVID-19 crisis.

The Clerk advised that this was a recommendation from the Parish Council's Finance Committee meeting in June following consideration of the underspend from the financial year 2019/20.

The Clerk advised that an application form and a set of terms and conditions for this funding was agreed by Members and the fund was advertised in the local media (written press and radio), the Parish Council website, social media pages (including via the Indie Durham City campaign) and through direct mail with local stakeholders.

The Clerk advised that all of the funding has now been allocated and 45 businesses (offering a range of products and services) across the parish area have been supported. Many successful applicants have responded with their thanks and stated that this funding has been a "lifeline" for their business. The funding was made available to businesses within 48 hours of applying

The Chair also reported that all applicants have agreed to advertise the support they have received from the Parish Council.

The Clerk and the Chair thanked Cllrs L Brown and R Cornwell for acting so swiftly in approving payments to ensure funds got to local business as quickly as possible.

Members **agreed** to ratify the decision taken over writing to agree to the establishment of this £30,000 funding for the purposes as set out in the report to Council.

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

ITEM 5: UPDATE ON THE PROGRESS OF THE DURHAM CITY NEIGHBOURHOOD PLAN

As Councillors are aware, the City of Durham Parish Council (as the Qualifying Body) agreed in 2018 to adopt responsibility for delivering the Neighbourhood Plan.

The neighbourhood planning process was initiated by the then Durham City Neighbourhood Forum, which was designated in January 2014. Thereafter, work commenced on a formal draft of the Plan.

Following the Regulation 14 consultation and formal agreement from the Parish Council, the Durham City Neighbourhood Plan and supporting documents were submitted to the County Council in October 2019. The County Council consulted on the Plan for a six-week period from 6th January 2020 to 17th February 2020, in accordance with Regulation 16.

The County Council and the Parish Council's Planning Committee (as agreed, on behalf of the Parish Council) appointed Tony Burton to examine whether the Neighbourhood Plan met the basic conditions as set out in Schedule 4B to the Town and Country Planning Act 1990, and whether the Neighbourhood Plan should proceed to a referendum.

The Examiner's Report was received on 14th July 2020. The Report includes 57 recommended modifications. These modifications are required to enable the Neighbourhood Plan to meet the 'basic conditions' and proceed to referendum. A further 14 optional modifications are included in the report. While these are not essential for the Plan to meet the Basic Conditions, they improve the clarity of the Plan and both the Parish Council and the County Council have agreed to accept all of these modifications, under paragraph 12(6) of Schedule 4B to the Town and Country Planning Act 1990.

In order to make the necessary changes to the Plan, the County Council has agreed that representatives of the Parish Council and the Neighbourhood Plan Working Party may act as its agent and carry this out ourselves. A clean version of the plan along with a version which includes tracked changes are to be submitted to the County Council for formal approval. Work is ongoing with this. This will need to be approved by the County Council prior to clean versions of the Plan being printed and presented to the Full Parish Council.

With the Decision Notice now published by the County Council, the Plan can now carry significant weight in the determination of pending and new planning applications within the Neighbourhood Plan Area.

To meet the requirements of the Localism Act 2011, a referendum will be held in the area formally designated as the Durham City Neighbourhood Area.

Recent regulatory changes linked to the Coronavirus Act (2020) mean that no elections or referendums can take place until 6 May 2021 (including neighbourhood planning referendums). These provisions are to be kept under review and may be amended or revoked in response to changing circumstances. A further notice will therefore be published when a date has been set for the referendum for the Durham City Neighbourhood Plan.

In the interests of ensuring that copies of the Referendum version of the Plan are available for inspection and for all Members of the Parish Council and Members of the Neighbourhood Plan Working Party, the Clerk has sought quotations from a local

printing company to have 50 copies of the Plan produced. The total cost for this is £570 (ex VAT).

DECISION REQUIRED	For Members to agree to having 50 copies of the Plan produced as set out in the above report.
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ITEM 5: UPDATE ON THE PROGRESS OF THE COUNTY DURHAM PLAN

Councillors are reminded that the Full County Council will have met yesterday 21 October to formally decide on the adoption of the County Durham Plan. On 14 October Durham County Council's Cabinet met and agreed to recommend that the County Council agrees to formally adopt the Plan. A verbal update will be given on the outcome of the Full County Council meeting.

The Plan has been through a number of stages of consultation from the start of preparation in 2009 and was submitted for examination on 28 June 2019. Planning Inspector William Fieldhouse was then appointed by the Secretary of State to examine the Plan. Public hearings took place between 22 October and 5 December 2019 with one additional hearing to discuss housing matters on 6 February 2020.

On 20 February 2020 the Inspector wrote to the County Council to state that, following the hearings, he had concluded that the Plan was likely to be capable of being found sound subject to a number of Main Modifications being made. A public consultation on all of the proposed modifications took place between 26 May 2020 and 21 July 2020. The Parish Council's Planning Committee responded on behalf of the Full Parish Council to this consultation as agreed by Full Council in writing and our responses to the Main Modifications consultation were published on our website.

Following consideration of the full responses to this consultation the Inspector published his final report on the local plan examination on 21 September 2020. The Inspector concluded that the County Durham Plan was sound subject to Main Modifications being made to the Plan prior to adoption. Some of the Main Modifications required are summarised below:

- deletion of proposals for northern and western relief roads around the city of Durham from policy 23;
- changes to policy 3 relating to the strategic employment site at Aykley Heads in terms of the range of uses; car parking; sustainable transport; playing field re-provision; and Green Belt boundaries;
- changes to policy 4 relating to the housing allocation on the former skid pan at Aykley Heads to ensure the provision of permanent Green Belt boundaries and compensatory improvements to remaining Green Belt;
- changes to policy 5 relating to the Sniperley Park urban extension to ensure the provision of landscaped open space, playing fields, safe and suitable access, and compensatory improvements to remaining Green Belt;
- changes to policy 5 relating to the Sherburn Road urban extension to protect the character and appearance of the area and the setting of the Castle and Cathedral World Heritage Site and to create a permanent Green Belt boundary;
- changes to the requirements for various housing allocations including with regard to protection of heritage assets; playing field re-provision; and Green Belt boundaries;
- changes to policy 1 and associated indicators to ensure that they are effective in terms of monitoring housing delivery to achieve a net minimum of 24,852 new homes in the period 2016 to 2035 (1,308 homes per year);
- increasing the proportion of accessible and adaptable homes from 10% to 66% to meet the needs of older people and people with disabilities on future developments;
- changes to part 3 of policy 16 so that it applies to extensions to houses in multiple occupation;
- changes to policy 20 to ensure consistency with national policy relating to development in the Green Belt;
- retention of land in the Green Belt at Fernhill

Following adoption of the Plan, a person aggrieved by the Plan, may under Section 113 of the Planning and Compulsory Purchase Act 2004, make an application to the High Court to challenge it. Such an application must be made within six weeks of adoption. Nevertheless, if adopted by Full Council, the Plan comes into force on 21 October and any challenges to it do not affect that date.

On adoption of the Plan, it will replace all saved policies from the City of Durham Local Plan. The Parish Council's Planning Committee is aware of this and will be considering new planning applications accordingly.

With the Plan already carrying significant weight, the Parish Council's Planning Committee has considered all pending planning applications over the last few weeks to assess whether additional comments are needed on applications which policies in the Plan may influence. Supplementary representations to all pending applications which require reference to specific policies within the Plan have been submitted to the County Council.

Assuming that the Full County Council meeting has formally Adopted the County Durham Local Plan, this will be a most welcome outcome of a demanding and sometimes contentious process in which many groups and individuals, as well as County Council staff and Members, have invested much time and thought. The City of Durham Parish Council has been able to engage in the latter stages and has played a constructive role, including representations alongside other organisations that have resulted in many of the Main Modifications required by the Inspector to make the Plan Sound. This is one of the most significant benefits to date of having a Parish Council for Durham City.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to note the above report.2) For Members to express thanks to the Councillors and the many organisations and members of the public that have played a major part in helping to achieve a Sound County Durham Plan.
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ITEM 5: PROPOSAL FROM ALLOTMENTS ASSOCIATION FOR PARISH COUNCIL'S ALLOTMENT SITE ON LARCHES ROAD

In February 2019, the Parish Council agreed to take over ownership and management of the Allotments site on Larches Road.

Members are reminded that the Parish Council has recently agreed funding for a legal representative to complete the legal transfer documentation and to have the land formally registered with the Parish Council at a total cost of £600.

Since February 2019, the Clerk and the Chair of the Parish Council's Environment Committee have undertaken two separate visits to the site and the site is considered very well maintained.

The site is currently managed by an Allotment Association and, in doing so, is self-financing and the upkeep of the site is funded through each tenant's annual fee. The Association also hosts an annual fundraiser to support the maintenance of the site.

In setting its budget for the current financial year, the Parish Council agreed a fund of £2,000 towards a project to support this site. Early discussions with the Association originally indicated that there would be a bid for a compost toilet for the site, however this is now not being pursued.

The Association has put together the following funding request to the Parish Council for the use of this agreed funding and the Environment Committee recently considered and agreed this to go forward as recommended for approval to Full Council:

1. The shelter and sedum roof

- Construction of timber shelter materials (£469.74) and drainpipes
£500
- Green Roof - Sedum roof, materials and plants only.
£500
- Hire of Builders Skip Ward Brothers
£100

2. Water butts

- Standard 150-liter water butt, in green and recycled plastic with connections, stand £49.99 each. 4 required in 4 plots at the two far ends and 2 adjacent the new shelter
£300

3. Hedge planting with native species along southern and western boundary

- 62m in length the approximate costs are:

3 trees per metre: mix of holly, hawthorn, hazel, Guelder rose: 62metres – 185 trees @£361 plus 185 spirals and canes @ £150: TOTAL £511

Plus, cost of fertilizer and mycorrhizal powder = £45 and any other works

£600

The work on this will be carried out by the Allotment Association Members and will be delivered this side of the financial year.

DECISION REQUIRED	For Members to agree to the bid proposal as set out in the above report and to allocate appropriate funding towards this.
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ITEM 5: PROPOSAL TO LAUNCH CHALLENGE WITH LOCAL SCHOOLS TO ERADICATE SINGLE-USE PLASTICS

As Members are aware, the Parish Council has agreed to the establishment of a Youth Environment Working Group involving all of the local schools in our Parish. The primary goal of which is to ensure that young people are represented on important environmental issues going on in Durham and to also give young people a voice in the work of the Parish Council.

As part of establishing this group, a Terms of Reference, a Safeguarding Policy and a Risk Assessment were also adopted. In setting its budget for the current financial year, the Parish Council also agreed a budget of £5,000 for the Environment Committee for a priority involving young people, with the intention that this be used to support the work of this Youth Environment Working Group.

Unfortunately, due to the Covid-19 pandemic, this Working Group has not been able to meet and feedback from local schools suggests that a meeting of this Working Group is unlikely to take place before the end of the current financial year.

In addition to the health and economic impact of the virus, a real concern arising from the Covid-19 pandemic – with the increased use of face masks and the significant increase in plastic containers for hand sanitisers – is that this has dramatically increased the use of single-use plastics. The Parish Council has received complaints from members of the public regarding face masks being discarded in public places and this adding to an increased litter problem in the City.

The Institute for European Environmental Policy (IEEP) defines single-use plastics as follows: *"single use plastics can include any disposable plastic item which is designed to be used only once. Single use items are often used in packaging, consumer products, cosmetics and healthcare. Examples include: light-weight plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, and razor blades"*.

At its last meeting, the Environment Committee agreed to propose to Full Council that a challenge be launched involving all of the local schools in the parish and for local school pupils to come up with proposals to tackle single-use plastics in the local area. Proposals could be put forward by local schools to the Parish Council with the total £5,000 being distributed equally between all schools.

It is felt that this use of Parish Council funds remains true to the original intention of involving young people in environmental issues whilst also educating young people about the need to recycle and the impact of waste on our environment. Members are also reminded that tackling waste and involving young people in the work of the Parish Council are a major part of the Parish Council's agreed Strategy for 2020-21. The Parish Council has also signed up to the County Council's Pledge to eradicate single use plastics and such an undertaking would be consistent with this pledge.

If agreed, the Parish Council's Environment Committee would be able to assess each proposal from local schools and decide how funding may be allocated.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to approve the allocation of £5,000 for the challenge as set out in the above report.2) For Members to agree to delegating authority to the Parish Council's Environment Committee to
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	manage this project and decide how funding is allocated.
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ITEM 5: ALTERNATIVE PROPOSALS FOR DURHAM IN BLOOM FUND

Councillors are reminded that £10,000 towards Durham in Bloom was agreed by Full Council in January 2020 as part of the budget setting process.

Due to the Covid-19 pandemic, this event has not been able to take place and therefore the Environment Committee has been considering alternative options for the use of this funding. The Committee has agreed that this should still go towards projects which help to green the parish and improve the local environment.

Members will recall that £1,000 towards a bulb planting project was agreed earlier this year as part of this funding and, since then, over 6,500 bulbs have been planted across the Parish area by local schools, community groups, resident volunteers, churches and St Cuthbert's Hospice. These bulbs will hopefully bloom in Spring 2021 and this project was very well received by the local community.

Approximately £9,000 of this funding has yet to be allocated. Originally, the Environment Committee investigated the possibility of green roofing a number of the local bus shelters across the Parish area.

However, due to concerns from DCC and the manufacturers of the bus shelters, this particular proposal was cancelled. Both DCC and the manufacturers of the bus shelters expressed concern about the weight of the green roofing being too much for the standard bus shelters to cope with. DCC also expressed concern regarding dirty water dripping on bus users from the roof in the event that it rains.

As an alternative to the latter proposal, the Environment Committee has been working with both the County Council's Clean and Green team and the Wear Rivers Trust group on alternative proposals and the following are recommended:

Wear River Trust WINNs project.

Proposal: Funding of education and signage to the general public on the Wear River Trust's WINNs project and detail of invasive species and the removal of invasive species in River Wear (together with possible tree planting on riverbanks in future, subject to Environment Agency approval).

Background

The WINNS project is aimed at managing invasive non-native species (INNS) throughout the Wear catchment area. INNS are defined as species which have been introduced to an area outside its native range by human intervention; can complete a full lifecycle without human assistance; and have the potential to cause environmental, economic or social harm. This project has a particular focus on Himalayan Balsam, Japanese Knotweed and Giant Hogweed as these species are the most prevalent and destructive in the Wear catchment.

These species have been spreading steadily throughout the Wear catchment and are now relatively widespread. Himalayan Balsam and Japanese Knotweed can be found all the way from Upper Weardale to the coast. Giant Hogweed is currently only found in the lower reaches of the catchment, with its upper limits being recorded in Old Durham Beck, just upstream of Durham city. This species is, however, in danger of spreading further up the catchment if it is not managed and appropriate biosecurity precautions are not taken.

WINNS Project

Wear Rivers Trust has been working with a team of volunteers since 2019 to map the distribution of these species throughout the catchment by carrying out walkover surveys and recording any sightings. This will allow us to plan more efficient management by initially targeting the uppermost populations and thereby cutting off the source to downstream populations. The management techniques WRT uses involve hand-pulling or cutting Himalayan Balsam and treating Japanese Knotweed and Giant Hogweed with herbicide. This is an intensive process however, and all species require management to be repeated for several years in order to be successfully eradicated from a site.

The labour intensity of this process therefore means that WRT rely on a team of invaluable volunteers. Over the past year, 13 volunteers have been trained in herbicide application to assist with tackling Japanese Knotweed and Giant Hogweed, both as part of team task days and independently on their local stretches of water. Several populations of Japanese Knotweed were treated last year and a second dose is planned to be applied this Autumn, as well as an initial treatment to various other populations, particularly those in the upper limits of its distribution. Himalayan Balsam is more straightforward to manage due to its shallow root system which mean hand-pulling is an effective treatment strategy. This activity is therefore often carried out with schools and larger volunteer groups.

Another focus of this project is to raise awareness of the INNS problem amongst the general public and to promote biosecurity measures such as Check, Clean, Dry which are designed to reduce the chances of INNS accidentally being transported from one site to another. This could be achieved with the use of public consultations and events, education activities with schools, leaflets and signs, videos and press releases. This will be an important step for protecting the native species found in areas which WRT know are currently free from INNS, as well as decreasing the likelihood of INNS becoming re-established at a site after being eradicated.

Delivered by: Wear Rivers Trust.

Cost: £1,500

Design out ASB on North Road roundabout.

Proposal: Planting and improvement of area by North Road roundabout to replace benches and "design out" ASB. This proposal comes from the Neighbourhood Warden team.

Delivered by: Durham County Council

Cost: £500

Clean and Green Greening and Planting Up proposals.

Proposals:

Area adjoining North Road church – the removal of the concrete sewer pipes / tubes and providing planters filled with trees and sustainable planting, similar to those on display in Millennium Place, close to the Gala Theatre.

Southfield Way roundabout – the creation of new display in the central area, again using sustainable plants (expected to be made up from perennial herbaceous plants

and grasses, from the likes of Heucheras, Hardy Geraniums, Achillea, Stipa, Carex, etc. Flowering bulbs (Alliums, etc) could be another consideration).

A167 tree planting – preference expressed for planting near Mount Oswald’s development as a means of replacing trees lost in recent months which act as an important barrier between housing and the A167.

Delivered by: Durham County Council

Cost: £7,000

Please note that Durham County Council’s Clean and Green team is still working with other partners such as Highways on these proposals. Given the need to work collaboratively with all of these organisations to ensure delivery of these projects, Councillors are recommended to delegate authority to the Parish Council’s Environment Committee to manage this on behalf of the Parish Council.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to the allocation of the remaining £9,000 funding from the Durham in Bloom fund towards the proposals as set out in the above report.2) For Members to delegate authority to the Parish Council’s Environment Committee to ensure delivery of these proposals.
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ITEM 7: MOTION BY CLLRS R ORMEROD AND L BROWN ON BUSKING IN DURHAM CITY

The following motion has been proposed by Cllr Richard Ormerod and seconded by Cllr L Brown on the issue of busking in Durham City:

MOTION

"This council calls on Durham County Council to develop a policy on busking in Durham City centre which prevents damage to business whilst allowing street music to be performed and enjoyed.

In formulating the policy Durham County Council is urged to take advice from the parish council at all stages.

This council undertakes to write to the Chief Executive of Durham County Council informing him of this resolution".

DECISION REQUIRED	Councillors are asked to formally agree the motion and request that the Clerk write directly to Durham County Council accordingly.
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ITEM 8: MOTION BY CLLRS R ORMEROD AND M ROSS ON DURHAM WOMEN'S FOOTBALL CLUB

The following motion has been proposed by Cllr Richard Ormerod and seconded by Cllr M Ross on the issue of Durham Women's Football Club:

MOTION

"This council:

Notes the impressive start to the season made by Durham Women FC in the FA Women's Championship.

Notes with pleasure that home matches are now being played in our parish, at Maiden Castle.

Undertakes to support the club in any way it can".

DECISION REQUIRED	Councillors are asked to formally agree the motion as set out above.
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ITEM 9: PROPOSAL TO PROMOTE THE PARISH'S HERITAGE AND ITS PEOPLE

Councillors are reminded that promoting Durham City heritage is agreed as a key part of the Full Council's Strategy for 2020-21. Promoting Durham City's heritage and cultural assets is also a key component of the Parish Council's formally adopted "Looking Forwards" document.

As part of this work, Councillors will be aware that the Parish Council has undertaken to create a Durham City Heritage Trail App – a system which provides the location and history of points of historical and cultural interest in Durham City. This app is currently live on the app store and is undergoing further works before being promoted to the public, with the first tranche of the app illustrating the works of Dr Fenwick Lawson.

As a further tranche of this work, it is proposed that the Parish Council launches a scheme which aims to recognise important people who have lived in Durham City over the centuries. It appears that a number of plaques and dedications to people who have lived in the parish are in existence but that there is no one single point of information for their location and history – the Parish Council would be an appropriate body to collate and publish this information.

The two web pages below contain details of the majority of plaques in Durham City. There are not only blue plaques (of which there are believed to be only 2 in the City), but other small schemes, such as those erected by Durham Rotary in the 1970s and individual cases of plaques being installed by the City of Durham Trust and the former City Council.

'Open Plaques:' A database of UK plaques:

<http://openplaques.org/places/gb/areas/durham/plaques>.

12 erected by the Rotary Club in the 1970s; <https://www.rotary-ribi.org/clubs/page.php?PgID=122680&ClubID=132>

It is hoped that a project involving members of the public will help to identify all other existing plaques in the parish and the history behind each of them. If agreed, it is also proposed that the Parish Council works in conjunction with the County Council's Heritage Officer to further progress this proposal.

One particular plaque in the parish, which was commissioned by the former City Council, is that which is dedicated to Ruth First on Providence Row. Ruth First was a South African anti-apartheid activist and scholar who lectured in development studies at Durham University between 1973 and 1978. Ruth was assassinated in Mozambique, where she was working in exile, by a parcel bomb built by South African police.

A member of the public has contacted the Parish Council expressing concern about the state of this plaque. The plaque is very heavily worn and is in need of replacing. The original designers and creators of the plaque have indicated that they would be able to recreate and reinstall this at a cost of £2,000. The County Council, as the inherent owner of the plaque, has indicated that they would support the Parish Council having the plaque recreated on a like-for-like basis, without the need for a planning application.

Furthermore, should the recreation of the plaque be approved by Full Council, the possibility of one of Ruth First's daughters being available to participate in an unveiling event when the artwork is reinstalled will be investigated.

It is recommended that a further audit of all of the existing plaques in the parish be undertaken once identified to ascertain if any others are in a similarly poor condition and that this be a budget consideration for the parish council in a forthcoming year.

Ruth First plaque:



DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to the proposal of launching a scheme to collate and publish information on all plaques dedicated to people who have lived in the parish.2) For Members to agree to the proposal of funding the replacement plaque dedicated to Ruth First at a cost of £2,000.
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ITEM 10: REPORT ON PLANS FOR REMEMBRANCE SUNDAY EVENT AND REMEMBRANCE SUNDAY PROJECT PROPOSAL

Representatives of the Parish Council, the Armed Forces, the Police, Durham Cathedral and the DLI met on 11th August to discuss the arrangements for this year's Remembrance Sunday event in Durham City in light of the Covid-19 situation.

At the meeting, all parties unanimously agreed that the service and the parade simply cannot take place in the same way as usual. The parade is cancelled completely and the Cathedral agreed that a much reduced service should be arranged, involving one representative from all of the organisations who usually lay wreaths on the Day (i.e. DCC, Police, DLI, Fire Brigade, Lord Lieutenant, Armed Forces, Member of Parliament, etc - 30 max.) attending the service only (no public attendance) and the service could be live streamed via Facebook to ensure that members of the public are able to participate in some way.

Since that meeting took place, the Government has announced further restrictions in response to a growing number of confirmed Covid-19 cases and we are awaiting further guidance from the Cathedral on revised plans for the Day. It may be the case that a representative from just the Armed Forces, the DLI and the Lord Lieutenant attend and lay wreaths on behalf of everyone. The Parish Council awaits further guidance on this and the Clerk shall keep all Members informed of arrangements.

The decision to cancel the parade is consistent with national guidelines and action taken across the country for other Remembrance Day events.

Members will be aware that the Parish Council agreed a budget of £6,000 towards events for this financial year and a significant element of this was earmarked towards the Remembrance Day event.

Approximately £2,000 of this fund has been spent on the Parish Council's Battle of Britain Anniversary event and a further £1,675 has been agreed towards the cost of hosting a virtual Christmas Market.

The Clerk has been working with local WI groups and volunteer residents on the production of a knitted poppy display over the Remembrance period. To date, over 6,000 knitted poppies have been produced and Durham County Council has offered to have these cascading from the Town Hall balcony in Durham Market Place. It is hoped that this may become a fundraising project in itself with the launch of a "Sponsor a Poppy" appeal, with all funds going to the Royal British Legion. Members may be aware that approximately 12,000 of the 40,000 poppy sellers nationally are unable to sell the poppies this year due to them being in a vulnerable category for Covid-19. This will undoubtedly have a financial impact on the charity.

Earlier this month, Members considered a proposal to fund the purchase and installation of 10 Unknown Tommy statues across the Parish. These can be purchased from the Royal British Legion directly and goes towards providing employment to ex-service personnel. This proposal did not receive full support from Members and the decision has been taken to cancel this proposal.

Feedback has been received from some Members that they would like to see a project for Remembrance which also looked to the future. To that end, the Clerk has been in dialogue with the Finchale group to discuss possible proposals.

The Finchale group is a local charity based in Belmont who do a lot of work with Veterans, Serving Soldiers, Families of Veterans and Serving Soldiers, Alternative Education Learners (excluded or a risk of being excluded from main stream school)

and NEETs (17 to 24 year olds who are not in education, training or employment). Finchale offers education, training and wellbeing activities which can be accredited / qualification based courses or non-accredited.

Further details about Finchale can be found here: <https://www.finchalegroup.co.uk/>

Finchale is currently working with two local Veterans who would like to become Mentors and to work alongside Alternative Education and NEETs Learners. To support these two Veterans Finchale is looking for funding to support them with the City & Guilds Level 2 Construction Multi-Skills course, TAQA (Training, Assessment & Qualification course), Teaching Qualification and a Mentor/Coaching Certificate.

Total cost for these courses per learner is as follows:

Training, Assessment & Qualification course - £59.50

Level 3 Award in Education & Training & PTTLs - £225.00

City & Guilds Extended Certificate in Construction Skills (270 hours total qualification time) - £700

A proposal has been made that the Parish Council provides sufficient funding for one learner towards this training project (£984.50).

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to note the information regarding the Remembrance Day event and to await further details on the service from the Clerk.2) For Members to approve to the launch of the "Sponsor a Poppy" appeal to run alongside the knitted poppy display.3) For Members to agree to the proposal to fund training for local Veterans as set out in the above report and to agree an appropriate level of funding towards this project.
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ITEM 11: APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS

As Members are aware, the Parish Council has agreed to have a representative on outside local organisations, where the aims of these are aligned with the strategic objectives of the Parish Council in the exercise of its functions.

The below is the current grid showing the status of who the current Parish Council representatives on outside local organisations are.

Members are reminded that, as per the terms of reference of the CDALC Larger Councils Forum, the City of Durham Parish Council may have up to a maximum of three representatives, which may include either three Parish Councillors or two Parish Councillors and the Clerk.

Members are reminded that, as per the terms of reference of the ASB sub-group task force, this group is an officer only group and therefore the representative of the Parish Council on this group must be the Clerk.

Members are also reminded that there is a need for all Parish Council representatives to provide a report to Full Council on the work of these organisations/ bodies.

There is a need for the Parish Council to review its membership of these organisations. In order to support discussions on this, Cllr J Ashby has put together a briefing on the meetings held by the University's Engagement Task Force groups to date.

Local organisation/ body	City of Durham Parish Council representative
Community Engagement Task Force	Alan Doig and John Ashby
Community Engagement Task Force sub group - Economic	Esther Ashby
Community Engagement Task Force sub group - Culture	Carole Reeves
Community Engagement Task Force sub group - Citizenship	Victoria Ashfield
Community Engagement Task Force sub group - Lived Environment	John Ashby
Community Engagement Task Force sub group - Durham for All	Judith Atkinson
Durham University Covid-19 community engagement group	Esther Ashby and Liz Brown
PBSA Liaison Group	Esther Ashby
Durham Access group	Liz Brown
CDALC Larger Councils Forum	Esther Ashby, Adam Shanley and Richard Ormerod
ASB sub-group task force	Adam Shanley

DECISIONS REQUIRED	<ol style="list-style-type: none"> 1) For Members to agree which of these local organisations they wish for the Parish Council to remain represented on. 2) With 1) being agreed, for Members to agree who the Parish Council representatives should be on these organisations.
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Briefing note by Cllr J Ashby on University Engagement Task Force meetings.

Durham University Community Engagement Task Force

Cllr Alan Doig and I were appointed to the Durham University Community Engagement Task Force as the Parish Council reps and Cllr David Freeman as the County Council rep.

Since my last report on the Task Force meeting held on 16 December 2019, there have been meetings on 23 April, 3 July and 14 September 2020. These have all been dominated by COVID-19 repercussions and presentations on what the University and other bodies are doing to address the issues. Cllr Doig and I report on the work of the Parish Council and seek information from partners on the practical realities behind their presentations. On the whole this is a frustrating forum because only 'good news' stories are wanted.

There are also five Sub-Groups covering different topics:

Sub-Group	Parish Council representative
Economic	Cllr Esther Ashby
Culture	Cllr Carole Reeves
Citizenship	Cllr Victoria Ashfield
Lived Environment	Cllr John Ashby
Durham for All	Was the late Cllr Judith Atkinson

I can only report first-hand on the Lived Environment Sub-Group, which has met only on 29 January and 10 August 2020. The University at both meetings gave an update on progress with the Estate Masterplan development, and this is useful. I continue to pursue the issues of achieving the aim of 50% of students 'living-in' and of the need for a Landlord Licensing Scheme, which is a common priority between the Community Engagement Task Force, the Durham University Residents' Forum and the Parish Council. It is helpful to be able to use the Task Force and DURF to press our case on these matters.

From the Sub-Group reports to the main Task Force it seems that the Economic Sub-Group is concentrating on procurement, student spend, and broader economic impacts (still all about positive impacts despite efforts to return to the Biggar Report's findings). The Culture Sub-Group has been re-constituted and is aiming to "re-imagine the future cultural environment locally and internationally." The Citizenship Sub-Group has dealt with establishing a student/community warden scheme to prevent anti-social behaviour from students in Durham City. There is no information about the Durham for All Sub-Group.

The as- yet- unknown big picture will be how the University adjusts in the medium and long term to the financial and teaching consequences of the 'new normal'.

Cllr J Ashby