

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 categoric 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**