

CITY OF DURHAM PARISH COUNCIL

Minutes of the Meeting of the City of Durham Full Parish Council held on Thursday 24th October 2019 at 19:00 in the Ritson Hall of Alington House, 4 North Bailey. Durham. DH1 3ET

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

Also present: Parish Clerk Adam Shanley and one member of the public.

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

Apologies were received from Cllrs G Holland and R Ormerod

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllrs L Brown and A Doig declared an interest in item 10 as Trustees of the Neville's Cross Community Association.

3. PRESENTATION BY DR ROBERTA BLACKMAN-WOODS, MEMBER OF PARLIAMENT FOR DURHAM CITY

The Chair advised that Dr Blackman-Woods MP was unfortunately unable to attend the meeting of the Parish Council due to urgent business in the House of Commons. Dr Blackman-Woods MP sent her apologies to the Parish Council.

4. PUBLIC PARTICIPATION

Mr John Lowe advised that he was in attendance to hear discussions on item 10 of the Agenda.

5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 26TH SEPTEMBER 2019

The Minutes of the meeting held on 26th September 2019 were unanimously agreed as a true and accurate record of proceedings.

6. COMMITTEE UPDATES

• Planning Committee

Cllr R Cornwell presented the Minutes from the Planning Committee meetings held on the 13th September and the 27th September. There being no questions from Members, Cllr R Cornwell went on to the recommendations.

Members were asked to consider a proposal by the Parish Council Planning Committee to enter into a service level agreement with Durham County Council to provide an enhanced planning enforcement service for the City of Durham Parish area.

Cllr R Cornwell advised that it is hoped that by enhancing the service currently provided for planning enforcement, the Parish Council will not only support DCC in

clearing the backlog of enforcement issues but would also assist in tackling some of the long ongoing issues that residents raise with the Parish Council on a regular basis.

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

Cllr R Cornwell advised that these officers could look into tackling issues such as illegal "to let" boards, unregistered HMOs, investigating breaches in planning conditions, etc.

The Clerk advised that the proposed budget of £10,000 could fund 475 hours of officer time throughout the 12-month SLA. The Clerk also advised that the four County Councillors on the Parish Council had also offered to fund 50% of the cost of the SLA collectively through their Neighbourhood budgets. The Clerk advised that he was awaiting confirmation from the Director of Partnerships at DCC that County Councillors are able to fund this.

Members **agreed** to enter into the proposed service level agreement with the County Council. Members also **agreed** to fund the service level agreement for up to a maximum of £10,000.

Cllr R Cornwell also provided the Parish Council with an update on the County Durham Plan Examination in Public (EiP). Cllr R Cornwell advised that five members of the former Neighbourhood Plan Working Party were present to provide representations at the Examination in Public and a number of arguments on important strategic policies had been put forward.

Cllr R Cornwell advised that the issue of green belt had been discussed at today's (24th October) session and no convincing arguments had been put forward as to why development needed to take place on green belt land by the representative of the developers.

Cllr R Cornwell advised that Week 2 of the Examination in Public (EiP) would focus on Aykley Heads, Durham University and relief roads amongst other issues. Cllr R Cornwell advised that it was essential to put forward the arguments which were right for Durham.

Cllr J Elmer advised that he felt that there had been a number of strong arguments put forward at the EiP against development on green belt and developers needed to be aware that densification of other (brown field) sites was the alternative solution to meeting housing need for the county as well as having development which is sustainable.

Cllr J Ashby expressed concern that Durham City seemed to be the recipient of a lot of the proposed new housing; with 2,120 planned for Durham City alone. Cllr J Ashby stressed that the objective to the EiP is to have the best and most sustainable plan for Durham.

• **Environment Committee**

Cllr V Ashfield presented the Minutes from the meetings held on the 27th August and the 24th September. There being no questions from Members, Cllr V Ashfield went on to the recommendations.

Cllr V Ashfield presented the Environment Committee Programme of work for the current financial year and advised that the Committee was working well through its agreed priorities.

Cllr V Ashfield also presented the following Environmental Action Plan:

Full Council level:

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

Planning:

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

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

Finance

Ensure money is invested wisely.

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

Business:

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

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

Buy green and support bulk purchases

- reward businesses committed to a green future;
- encourage green electricity helps develop new renewable energy (e.g. Ecotricity, Good Energy and Octopus);
- buy green including any food provided at events, (mainly plant-based food and less but better meat and dairy);
- support local costs of installing solar PV & other renewable technologies such as heat pumps;
- bring together local homeowners and businesses to support lower costs if done in bulk, street by street, or area by area.

Environment

Encourage the formation of Climate Action groups in schools

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

Manage land for nature.

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

Increase tree cover.

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

Use green transport.

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

Recycle fully and minimise waste going to landfill or incineration.

- ensure all waste is recycled or composted;
- set-up community recycling facilities for hard-to-recycle items;
- set up a community composting scheme;
- Minimization of waste by reuse (e.g., reusable cups) & avoiding unnecessary purchases.

- Quick wins
 - add "plastics only" bins in urban areas to make recycling easier for the public and have occasional monitoring of the use, to remind the public how to use them;
 - encourage children (through school programmes) to "monitor and encourage" adults to respect the recycling policies;
 - provide a major advertising programme to encourage students, especially those unused to recycling, to respect our norms.

Members agreed that the action plan as set out in Cllr Ashfield's report should go to each of the Committees to agree.

The Clerk advised that he felt that it was right to have a cross-Council approach to look at what the Parish Council could do to tackle carbon emissions for the Parish.

• **Licensing Committee**

Cllr L Brown presented the Minutes from the meeting held on the 16th August. No questions were raised from Members.

Cllr L Brown also thanked the Clerk for organising a successful licensing training event earlier in the month and for also gathering signatures for a letter in support of the introduction of a public access licensing portal to go to Durham County Council.

7. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 26 September.

The Chair reminded Members of the forthcoming anti-social behaviour conference, to be held on 31st October. The Chair advised that a number of senior figures from strategic partners would be in attendance as well as a number of members of the public and press.

The Chair also reminded Members about attendance at Remembrance Sunday and asked members to get back to the Clerk if they had not yet confirmed their attendance on the day.

The Chair asked Members to be mindful of dealings with outside partners and the need to have a good working relationship with partners such as Durham County Council Officers.

The Chair also asked that Members have all Agenda items and reports to the Clerk by no later than 10 working days before the Full Council meeting if they would like to have something on the Full Council Agenda.

The Chair also reminded Members that the Christmas Civic event was due to take place on 11th December between 8pm – 10pm; immediately after the December Full Council meeting which would start at the earlier time of 6pm.

The Chair also asked Committees to be mindful of the budget timeline the Clerk had circulated in consideration of precept requests for 2020-21.

8. DURHAM COUNTY COUNCIL CLIMATE EMERGENCY CONSULTATION

Members **agreed** their response to Durham County Council's climate emergency consultation as follows:

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

Response:

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

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

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

Response:

1. Revision of Climate Emergency Targets to bring them in line with the majority of other Councils' across the UK – i.e. carbon neutral by 2030
2. A commitment to reversing growth of carbon intensive transport networks (Road building) and transfer of funds to low carbon transport infrastructure.
3. Use of planning responsibilities to enable creation of solar fields and more wind energy.
4. Prioritization of regeneration into main towns and small towns rather than seeing Durham City the as the focus for economic growth. This would reduce the need for County residents to travel to work across the County to access Durham City.
5. A commitment to the retrofitting of existing homes with better thermal insulation.
6. A commitment to a new economic model that promotes economic stability rather than economic growth.
7. A commitment to pension divestments from carbon fuels.
8. A commitment to divest from airport expansion.
9. Quick win: add "plastics only" bins in urban areas to make recycling easier for the public and have occasional monitoring of the use, to remind the public how to use them. Encourage children (through school programmes) to "monitor and encourage" adults to respect the recycling policies. Provide a major advertising programme to encourage students, especially those unused to recycling, to respect our norms.

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

Response:

- **Heat: Upgrade the energy efficiency of our buildings**
- Heat: Upgrade our heating systems with low carbon alternatives
- Heat: Aim for new council buildings to be very low or zero carbon
- Transport: Reduce the need for our staff to travel
- **Transport: When required, encourage our staff to travel by walking, cycling, public transport, pool cars and car sharing**

- Transport: Increase our electric vehicle and equipment use
- Electricity: Monitor energy use and educate staff to lower demand
- **Electricity: Maximise the generation and storage of renewable electricity on council land and buildings**
- Policies and practices: Update our policies and practices to ensure they protect the climate
- Other

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

Further comments on Question 3:

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

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

Response:

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

report will be more than cancelled out if the County Durham Plan goes forward as it is. Given that this Plan is driven by the same service area overseeing the Climate Emergency, it works to undermine perceptions of the Council's commitment to this issue.

7. The County Council should start immediately funding renewable programmes and investigate within the next 2 years bringing in limitations on fossil fuel vehicles.

9. CUMULATIVE IMPACT POLICY FOR DURHAM CITY CONSULTATION

Members **agreed** their response to Durham County Council's cumulative impact policy consultation as follows:

RECOMMENDATION

The City of Durham Parish Council believes the addition of a Cumulative Impact Policy (CIP) to the County Council's revised 2019 Licensing Policy will provide the basis for a coherent and planned approach to managing the significant and ongoing changes around the Night Time Economy (NTE) in the city centre.

CONTEXT

Section 5 of the 2003 Licencing Act requires a licensing authority to publish a statement of its licensing policy at least every five years. A policy must take into account any CIP an authority has published under section 5a of the Act. The aim of a CIP is to limit the growth of licensed premises where the promotion of the licensing objectives is being compromised. The objectives are: the prevention of crime and disorder; public safety; the prevention of public nuisance; the protection of children from harm This allows a licensing authority, for example, to manage licence applications in ways that do not promote crime and disorder or public nuisance caused by large numbers of drinkers being concentrated in one area, including leaving premises at peak times or when queuing at fast food outlets or for public transport, increasing drug dealing and street crime, street fouling and litter, calls for police and ambulance services, etc. A licensing authority can publish a CIA to help limit the number or types of licence applications granted where there is evidence showing that the number or density of premises in an area is having a cumulative impact and leading to problems which are undermining the licensing objectives.

Consultation is both qualitative and quantitative; revised Guidance under Section 182 of the Licensing Act 2003 clearly states that the evidence base for a CIP should include not only quantitative data relating to, for example, crime and public health, but also evidence from a wide range of stakeholders including parish councils and residents' groups. The overall objective seeks both to achieve the objectives of the Act but also reduce alcohol related harms without negatively impacting on the overall NTE and the ability of alcohol retailers to operate if they meet the conditions required.

THE NEED FOR A POLICY

An Overall Shape to the City's Future Night-time Economy

This latter point is important; a CIP is about the Act but it is also about shaping the type, variety and vibrancy of the NTE that fits with the specific context of the City; its market, its history and its balance. The Neighbourhood Plan makes this specific point:

Policy E4: Evening Economy

All development proposals, including those for a change of use, that would promote and/or support the early evening and night-time economy activity related to food and drink, arts and cultural issues, including later trading, will be supported provided that they contribute to the vitality and viability of the city centre and add to, and improve, the cultural and diversity offer. Proposals should include a strategy regarding public safety and prove that the development will have no significant adverse effect upon local amenity, including the amenity of local residents (p87).

Then and Now

The situation around the city centre has worsened noticeably since the CIP assessment carried out in 2008. Back then the consultants expressed disappointment at the lack of engagement in the process by residents' groups. The frequency and seriousness of complaints to the Parish Council, the County Council, community associations and the police suggest that would not now be the case.

The Parish Council through its councillors and its meetings is made aware on an almost daily basis of the extreme concern expressed about the impact of noise and disruptive behaviour on local streets between midnight and the early hours that is no longer focussed on weekends but is a daily occurrence.

Not a Single Cause

The reason why this is happening is three-fold. First, the number of potential NTE customers living in the centre has risen dramatically - and will continue to rise. Part of this relates to the general image of the City as NTE attraction, helped by the relatively small centre with a number of alcohol-related outlets. Second, as the University advances its business plan for expansion in student and staff numbers so it is building - encouraging the private sector to build - large college-sized residential blocks that ring the centre. One consequence is the increasing numbers of student's events - such as Wednesdays - that extend NTE activity into weekdays and the growing number of Temporary Events Notices (TEN) that also allow late-night social activities. The other consequence, in a small city, is the limited number of routes for students to walk to their accommodation, thus increasing levels of 'passer-by disturbance' in residential streets. Third - and this is noticeable among young people in general - is the trend for pre-loading on cheap alcohol sold by super markets and other retail outlets.

CONSEQUENCES

There are three consequences. First, the increasing levels of noise and disturbance have advanced ahead of the County Council's capacity to monitor the changes; it has not been possible for residents to secure objective evidence of noise levels by, for example the County Council's Noise Pollution Team or hired monitoring equipment.

Second, whether general pre-loading, or increased competition among the increasing number of licenced premises, or cheap prices in University bars, the NTE is increasingly demanding later closing hours to attract those seeking entry at 9 or 10pm.

Third, the recently launched Riverwalk and currently-under-construction Milburngate developments are adding a large number of new licensed businesses into a restricted geographic area already well-served by outlets for both 'on and off' alcohol and hot food sales. A significant number of both existing and proposed premises are primarily focussed on the sale of alcohol and do so within increasingly-extended opening hours.

RESPONSES

There are a number of immediate practical steps that can be taken, such as addressing the collection of material evidence and levels of noise, but that is only addressing the consequences. The levels of concern and the continuing unplanned growth of licenced premises will continue to adversely affect the amenity of residents, place unacceptable demands on the police and ambulance services, and create the potential for serious levels of disturbance; the need for a coherent and planned approach to managing the significant and ongoing changes around the Night Time Economy (NTE) in the city centre is self-evident.

The Parish Council wishes to propose that a CIP is introduced as follows:

- A CIP area to include Walkergate, premises on both sides of Claypath, the Market Place and Silver Street to the start of Framwelgate Bridge together with Saddler Street to its junction with Owengate.
- A second CIP area to cover both sides of North Road from the viaduct roundabout to the start of Framwelgate Bridge, Crossgate to the junction with and including Neville Street; the Riverwalk development.
- A third CIP area to encompass the new Milburngate development and the riverbank as far as Crook Hall.

If a CIP is introduced it is important that all new applications are aware of its overall objectives that seek to address the adverse consequences but also work toward the balanced NTE envisaged by the Neighbourhood Plan. The conditions attached to any new approved application should address the causes of the adverse consequences, including:

- all new applications being required to produce a noise management plan;
- setting a maximum music/sound volume permitted inside premises;
- qualified staff with clear operating policies and training;
- longer period of sound reduction before closing time;
- higher charges for later entry to support the sustainability of well-run, often smaller premises;
- no special drinks offers - 2 for the price of one etc.
- stricter observance of the licensing hours as set out in the County Councils Licensing Policy, resisting requests for extended closing times;
- requiring the change of ownership of a business to apply for a new licence, not inherit the existing one; and
- pursuing minimum pricing for alcohol sales in retail outlets to counter pre-loading.

In terms of a wider strategic approach, the CIP may consider:

- A saturation zone policy - i.e., no more fast food or licences premises where there are already X premises within a given radius and/or supplemented by a capacity restriction in a given area to avoid an accumulation of customers (along the lines of the HMO policy);
- A blanket ban on drinking in public places and a discouragement of outside drinking within certain stated hours;
- A late-night levy under the 2011 Police Reform and Social Responsibility Act to raise a contribution from late-opening alcohol suppliers towards policing the NTE economy.

CONCLUSION

The City of Durham Parish Council strongly supports the County Council's initiative in consulting on the possible introduction of a CIP as part of its Licensing Policy review. A CIP would assist the Police, Licensing Authority officers and other planning and health teams in their work. Adopting a Cumulative Impact Policy will deliver a strategic and proactive approach to satisfy the promoters, customers and neighbours of a flourishing NTE.

10. DURHAM CITY NEIGHBOURHOOD PLAN

Cllr R Cornwell advised Members that there was a need for the Parish Council to agree the latest version of the Neighbourhood Plan to allow this to progress to the next stage of consultation.

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

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

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

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

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

Appendix D updates, which will be made:

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

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

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

Cllr A Doig, speaking as a Trustee of the Neville's Cross Community Association, wished to have it minuted that the Association still had some concerns in relation to the plan – specifically the sections which deal with St. John's Road and the former Shell garage and local green spaces. Cllr R Cornwell advised that the Regulation 16 consultation would be an appropriate forum for the Association to provide that feedback on the Plan.

Members **agreed** the latest version of the Neighbourhood Plan to go on to the next stage of consultation. The Chair thanked all Members of the Neighbourhood Plan Working Party for their many devoted years of hard work on the Plan.

It was **agreed** that the supporting documents which accompanied the Plan should be agreed in writing to the Clerk.

11. BUSINESS COMMITTEE TERMS OF REFERENCE

Members **agreed** the Terms of Reference of the Parish Council's Business Committee as follows:

Business Committee

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

POWERS AND DUTIES

- a) To consider and make recommendations to the Council in relation to any appropriate activities the Council may wish to undertake to market Durham as a place for businesses to trade.
- b) To work and liaise with key stakeholders to enhance the business offer within Durham, in particular promoting the daytime and early evening economy.
- c) To work with key stakeholders to identify opportunities to regenerate empty retail units or areas.
- d) To consider and make recommendations to the Council in relation to any matters which the business community feel adversely impact on their trading, e.g. law and order issues, drugs and alcohol, homelessness, etc.
- e) In so far as it impacts on business trading in the area, to consider and make recommendations to the Council in relation to all matters pertaining to vehicular parking.
- f) Where appropriate, to represent the interests of the business community, who form a vital part of the community of Durham.

- g) To advise and make recommendations to the Council and work with key stakeholders to ensure that all temporary events aimed at promoting Durham are also to the benefit of all local traders.
- h) To advise and make recommendations to the Council in relation to its own procurement practices, to ensure that goods and services required are sought locally wherever possible.
- i) To promote sustainable business in Durham, if necessary, to consider the appointment of external advisors to advise and support the Committee in its work.
- j) To develop and enable effective two-way communication between the business community and local residents.
- k) To assist in the production and implementation of the Neighbourhood Plan, in so far as it relates to business issues.
- l) To respond on all matters of general importance affecting the business community in its area and to consider and comment on any policies or procedures of any other agencies in relation to any issue of impact.
- m) To make appropriate representations to any relevant agency in relation to any incident, event or action which, in the opinion of the Council, is detrimental to the business community in its area.

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

Reference

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

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

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

The Clerk also advised that the car park will be run and maintained by Durham Sixth Form Centre who will take all income from the car park.

Councillors considered the proposals and it was **agreed** to respond in support of the proposed scheme and to request that a) the pay and display car park include new electronic vehicle charging points to account for the loss of these at the Sands with the development of the new County Council Headquarters, b) the tariffs be broadly in line with the tariffs at the former Sands car park (i.e. £1.60 for the first 2 hours, then 80p per hour thereafter) and c) alternate charging be imposed so that higher tariffs are imposed on diesel and/or high carbon emission vehicles and electronic and hybrid vehicles have a much-reduced tariff.

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

The Chair provided the following update following a meeting between the county council, the Parish Council and Kier:

The Chair and the Clerk of the Parish Council met with Paul Nixon and Neil Hosie from Kier and Andrew Megginson and Malcolm Churchill from DCC on 14th October 2019.

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

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

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

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

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

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

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

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

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

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

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

Councillors were asked to consider proposals on a project which Kier could support the local community with to feed these back to the Clerk.

14. CHARTER TRUSTEES

Cllr A Doig presented a paper on the role of Charter Trustees. Cllr A Doig advised that Durham City is one of only 17 areas in England to still have Charter Trustees in existence. Cllr Doig advised that, in England and Wales, Charter Trustees are set up to maintain the continuity of a town charter or city charter after a district with the status of a borough or city has been abolished, until such time as a parish council is established. Cllr A Doig advised that much of the former City of Durham area is now parished and asked the Parish Council if they would be willing to write to the Secretary of State to now seek clarity on the Local Government Act pertaining to the continuing role of the Charter Trustees in Durham City.

Councillors **agreed** to write to the Secretary of State for Housing, Communities and Local Government to seek clarity on the application of the Local Government Act in relation to any actions or decisions of the Charter Trustees whose area now included a formal Parish.

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
(28th November 2019)**