

City of Durham Parish Council

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Dear Councillor,

In accordance with the Local Government Act 1972 I hereby give you notice that a **MEETING** of the **BUSINESS COMMITTEE** will be held in **ROOM 1, ALINGTON HOUSE, DURHAM DH1 3ET on 22nd OCTOBER 2019 AT 11:00am** to transact the following business: -

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 27th AUGUST 2019**
- 4. PUBLIC PARTICIPATION**
- 5. DISCUSSION WITH MR GRAHAM SOULT, RETAIL CONSULTANT AND MEMBER OF DURHAM BUSINESS CLUB ON PARISH COUNCIL ROLE IN PROMOTING LOCAL BUSINESS**
- 6. PLANNING FOR PARISH COUNCIL BUSINESS SEMINAR IN JANUARY 2020**
- 7. DATES OF FUTURE MEETINGS**

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 a meeting of the Business Committee held on Tuesday 27th August 2019 at 11:00 in Room 2, Alington House. 4 North Bailey, Durham DH1 3ET

Present: Councillors V Ashfield, G Holland, R Ormerod and E Scott

Also present: A Shanley (Clerk)

1. ELECTION OF CHAIR

The Clerk opened the meeting by asking Members if there were any nominations for the position of Chair. Cllr G Holland proposed Cllr E Scott, this was seconded by Cllr R Ormerod. Cllr E Scott assumed the Chair.

2. ELECTION OF VICE-CHAIR

Cllr E Scott asked Members if there were any nominations for the position of Vice Chair. Cllr G Holland proposed Cllr R Ormerod, this was seconded by Cllr E Scott.

3. APOLOGIES FOR ABSENCE

None received.

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

5. PUBLIC PARTICIPATION

None received.

6. DECIDING ON TERMS OF REFERENCE AND NAME OF THE NEW COMMITTEE

Members discussed the name of the newly formed Committee. It was felt that "Business Regeneration" implied a previous failure and a need to regenerate and was therefore unsuitable. Cllr G Holland proposed the "Business and Community Committee". Cllr E Scott felt that the word community was slightly vague and overused. Members agreed that "Business Committee" encompassed everything the new Committee ought to be about. This was proposed by Cllr R Ormerod, seconded by Cllr G Holland and unanimously agreed.

Members also considered the draft Terms of Reference for the Committee and agreed to put the following amended Terms of Reference forward for Full Council approval in September:

Business Committee

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

POWERS AND DUTIES

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

- l) To respond on all matters of general importance affecting the business community in its area and to consider and comment on any policies or procedures of any other agencies in relation to any issue of impact.
- m) To make appropriate representations to any relevant agency in relation to any incident, event or action which, in the opinion of the Council, is detrimental to the business community in its area.

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

Reference

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

7. IDENTIFYING THE PRIORITIES OF THE NEW COMMITTEE

Members agreed the following as the priorities for the Business Committee:

- 1) Forging positive links with businesses throughout the city of Durham.
- 2) Influencing relevant strategies and policies which impact on businesses in the city of Durham.
- 3) Supporting the positive use of empty units in the city centre.

8. BUDGETARY CONSIDERATIONS FOR THE NEW COMMITTEE

The Clerk reported that there was just over £2,000 remaining in addition to agreed spend from other Committees. It may be the case however that further funds would be available depending on how the priorities of another Committee developed.

The Chair advised that budget should be considered once an action plan was in place following consultation with key stakeholders.

9. DISCUSSION ON IDENTIFYING AND MANAGING RELATIONS WITH KEY STAKEHOLDERS IN THE CITY.

The Committee considered ways in which to engage with key stakeholders for business in the city. It was **agreed** that the Committee should organise a Business Engagement Seminar on Tuesday 15th October at 09:30am – 12:30pm. This would be an opportunity for key stakeholders to give an overview of the work that they are doing and to also identify any gaps in Durham city, where the Business Committee may be able to influence positive change. It was **agreed** that the Clerk and Cllr G Holland should approach Indigo Hotel to discuss them hosting such a Seminar.

10. CONSIDERATION OF STRATEGIC DOCUMENTATION RELATING TO ECONOMIC DEVELOPMENT OF DURHAM

Members considered the County Council's Regeneration Statement 2012-2022. The Chair advised that she felt that it would be a good idea to have a member of DCC's team to come along and speak about progress on this. It was noted that a whole chapter of this Statement focused on the role of Durham City.

The Clerk advised that future DCC consultations on any matters which sat within the remit of this Committee would, like other Committees, first be considered at Committee-level with a recommended response to any such consultations going forward to Full Council for approval.

11. DATES OF FUTURE MEETINGS.

It was agreed that the next meeting should take place at 1:15pm on Tuesday 15th October, just after the Business Engagement Seminar.

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 Business Committee