

City of Durham Parish Council

Office 3 D4.01d Clayport Library
8 Millennium Place
Durham
DH1 1WA
Telephone 07704 525630
Email: parishclerk@cityofdurham-pc.gov.uk

16th March 2022

Access details for Zoom Business

Committee meeting:

Join Zoom Meeting
<https://us02web.zoom.us/j/85136973826>
Meeting ID: 851 3697 3826

Dear Business Committee Member,

In accordance with both the Local Government Act 1972, I hereby give you notice that a meeting of the **Business Committee** will be held in **via Zoom** on **Tuesday 22nd March 2022 at 13:00pm** to transact the following business:

- 1. Welcome and apologies**
- 2. To receive any declarations of interest from members**
- 3. To receive and approve as a correct record the minutes of the meeting on 23rd November 2022**
- 4. To receive any public participation comments on the following agenda items. Please email the Parish Clerk parishclerk@cityofdurham-pc.gov.uk to register to speak**
- 5. Report by retail consultant Graham Soutt on work in Durham City**
- 6. Update from the Chair on her work as Portfolio Holder for Economy and Partnerships – to include 'Free after 2pm' parking in the City.**
- 7. Progressing a follow-up roundtable meeting with landlords in Durham City**
- 8. Request for support for events from Durham Markets Company – report included.**
- 9. Lessons from Durham 2021 Christmas events and planning for Christmas 2022**
- 10. Update on events planning for Queen's Platinum Jubilee**
- 11. Update on the work of Durham BID**

And, pursuant to the provisions of the above-named Acts, I Hereby Summon You to attend the said meeting.

Adam Shanley
Clerk to the City of Durham Parish Council

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Business Committee held on Tuesday 23rd November 2021 at 12:00 via Zoom

Present: Councillors E Scott (in the Chair), E Ashby, G Holland and R Ormerod

Also present: A Shanley (Clerk), Mr Graham Soutl (Parish Council retail consultant) and Mr Colin Wilkes (Durham Markets Company).

1. Welcome and apologies

Apologies were received from Cllr N Brown.

2. To receive any declarations of interest from members

None received.

3. To receive and approve as a correct record the minutes of the meeting on 27th September 2021

The minutes of the meeting held on 27th September 2021 were unanimously **agreed** as a true and accurate record of proceedings.

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

None received.

5. Progressing the roundtable meeting with landlords in Durham City

The Committee **agreed** to host a roundtable meeting with the private rental sector in Durham City on 31st January 2022, with the following Agenda items forming the discussion at this meeting:

1. Welcome and introductions
2. Brief introduction to relevant Parish initiatives
3. Identifying any mutual aims for housing and the challenges to their delivery
4. Ways the Parish can support owners' and landlord's positive contribution to the local community
5. Discussion: ongoing communication and ways forward for mutual benefit.

The Clerk **agreed** to circulate invitations to representatives of the private rental sector.

6. Report by retail consultant Graham Soutl on work in Durham City

The Chair welcomed Graham Soutl to the meeting.

Graham provided a presentation to all Members regarding his work in Durham City over the last six weeks. Graham advised that the @IndieDurhamCity campaign continues in the City and has received 17,400 twitter impressions so far.

Graham advised that the "Ship indie in Durham this Christmas" messaging has been promoted across social media, in order to support Independent businesses during Christmas.

Graham also advised that he had boosted the #LumiereDurham and #Durham2025 messaging across social media too.

Graham highlighted that the @IndieDurhamCity campaign had recently been mentioned by Cerys Matthews on BCC Radio 6 Music.

Graham also advised that he had been promoting the re-opening of Moon Jewellery in Silver Street across social media too and highlighted how positive it is to see a popular independent return to the City again.

Graham advised that he had recently met with a prospective independent business who is hoping to take on a unit in the City. Graham advised that he had assisted this business in finding an appropriate unit and has already offered marketing support.

Graham advised that several independent businesses in Durham City are now attending Durham Business Club events and he is making excellent connections through these networks.

Graham also advised that he has been promoting the Christmas festival across social media.

Graham advised that his cover stars campaign is continuing and he has recently been promoting independent businesses on North Road who are impacted by the re-development of the bus station.

Graham advised that his next steps will involve:

- Keep promoting and facilitating new businesses opening in the City.
- More cover stars in the New Year.
- Continuing with his 1-to-1 and group support for businesses.
- Collaborating with Durham BID on a "shop local" campaign.

7. Update from the Chair on her work as Portfolio Holder for Economy and Partnerships

The Chair provided an update on her work as DCC Portfolio Holder for Economy and Partnerships.

The Chair advised that she had had a number of meetings with the developers for Milburngate and advised that an Everyman cinema, Brewdog and the Botanist have been secured for units within this development.

The Chair advised that she has also asked the County Council to undertake a review of how visitors and shoppers in the City will flow around the City once the Milburngate development opens.

The Chair advised that she has asked the County Council to arrange a food and drinks festival for the City for 2022 and was confident that this could go ahead. The Chair advised that she felt that food and drink was an important sector in Durham City which needed to be promoted more.

The Chair advised that Alan Day has now resigned as the Chair of the Durham BID and has been replaced by Liza Johnson (Discovering Durham CIC). The Chair welcomed Liza to this role and advised that she has a lot of enthusiasm and energy for the City.

The Chair advised that she has been made aware that there have been two enquiries from hotel operators to come to Durham. The Chair advised that she felt that this is a very positive step for the City.

8. Update on Christmas events for December 2021

The Clerk provided an update on Christmas events planning for this year as follows:

28th November 2021 – the official Christmas light switch on event will be taking place in the Market Place, this is being delivered and organised by Durham BID. The cycle Christmas tree will also be in place from 28th November at Prince Bishops.

3rd, 4th and 5th December – the Christmas Festival at Palace Green will be taking place, this is organised and delivered by the Durham Markets Company in partnership with Durham University and Durham Cathedral.

Every weekend in December leading up to Christmas – the usual outdoor market in the Market Place will be taking place. In addition to which, the Christmas farmers and producers' market will be taking place on Thursday 16th December and an additional festive outdoor market will be taking place on Tuesday 21st December.

Every weekend in December leading up to Christmas – Prince Bishops Place will be installing its usual Santa's grotto.

12th and 19th December – Durham Markets Company is hoping to host Christmas-themed arts and crafts events and is also arranging for some street entertainment (LED jugglers) and storytelling over these days. This will be organised and managed by the Durham Markets Company.

19th December – Durham University's Choir has confirmed that they will be able to provide a Christmas carol service on this date at no charge.

19th December – Stage invaders will be in place to compliment the Market on the Sunday. They will be going around the City adding interest. This may include a circus workshop in the market place.

The Clerk also advised that a Charity Christmas gift wrap service delivered by local charities and volunteers was being progressed with stalls offered at Christmas Festival, Indoor Market on Saturdays and Sundays in December and possibly a free unit in Prince Bishops over December.

The Committee thanked Colin Wilkes on his work in getting the Christmas festival up and running so successfully with coaches of visitors already booked to attend.

Colin advised that Alice Wilkes is also working with a local school on a production during the Christmas festival and asked if the Parish Council might consider supporting this to a maximum cost of £500. The Committee **agreed** to provide £500 funding towards this.

9. Parish Council Strategy 2022-23 – Business Committee priorities

Members **agreed** the Business Committee's priorities for 2022-23 as follows:

Council priorities	Business Committee Priorities	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Engaging with local businesses	Theme 3: A City with a diverse and resilient economy
2. Enhancing physical and mental wellbeing of our residents and	Promoting responsible businesses	Theme 3: A City with a diverse and resilient economy

addressing inequalities in our parish		
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Supporting new businesses in empty units across the city	Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Marketing Durham as a place to visit	Theme 3: A City with a diverse and resilient economy Theme 5: A City with a modern and sustainable transport infrastructure
	Contracting professional support for local businesses in the city	Theme 3: A City with a diverse and resilient economy
	Promoting businesses in the city centre and encouraging a variety of businesses to ensure wide range of choice for visitors	Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	Reducing food miles by encouraging the use of local suppliers	Theme 3: A City with a diverse and resilient economy Theme 6: A City with an enriched community life

10. Proposed budget for Business Committee 2022/23

Members **agreed** a draft budget for the Parish Council's Business Committee for 2022/23 as follows:

Item of potential expenditure	Cost (£)
PRIORITY 1: Professional support for independent businesses in Durham	10,000.00
PRIORITY 2: Maintaining and promoting the e-commerce website "Totally Locally Durham" for Durham City Businesses	1,000.00
PRIORITY 3: Hosting events in Durham City (Remembrance Sunday, Christmas events, Queen's Jubilee 2022, Food and Drinks Festival, miscellaneous).	30,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	41,000.00

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
(22nd March 2022)**

ITEM 8: REQUEST FOR SUPPORT FOR EVENTS FROM DURHAM MARKETS COMPANY

Durham Markets Company is keen to continue its excellent working relationship with Durham Parish Council in putting on events, ideally free at point of delivery, to encourage families back into the city centre and try to slowly reverse the trend of decreasing footfall as against pre pandemic levels.

Families in particular need a reason to come into the city and we hope DPC will feel able to support these two events.

FAMILY SCIENCE and FUN DAY plus celebration of Earth Day– Friday 22nd April

A new event to be held at end of Easter holidays to combine education and fun. Working with Postcards from Space who will deliver a full programme of science-based experiments and interactive talks throughout the day, plus educational arts and crafts.

In addition, we will have free face painting and science story-telling, and hope to also engage the university outreach programme for some additional resource.

So far as the Earth Day element of the programme is concerned, we are working with relevant departments at DCC to have stands on the day to promote the likes of family cycle trails, sustainability, environmental issues etc, and we will look to promote a 'science based' treasure trail around the city centre as well.

Including the marquee hire, the cost of event will be £2100 and we would ask DPC to consider supporting the event to the amount of £1000.

NOSTALGIA DAY – bank holiday Monday 2nd May

Our usual annual event to bring parts of the school history curriculum to life with living history re-enactors, military vehicles, period musical entertainment and free children's activities.

An additional reason to encourage families into the city on a bank holiday Monday.

The cost of this event is £1100 and we would ask DPC to consider supporting the event to the amount of £500.

Any further information required please do not hesitate to get in touch and we are very grateful for your ongoing support and consideration of the proposal.