

# City of Durham Parish Council

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1<sup>st</sup> November 2022

## **Access details for Zoom Business Committee meeting:**

Join Zoom Meeting  
<https://us02web.zoom.us/j/82023940764>  
Meeting ID: 820 2394 0764

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 **Wednesday 9<sup>th</sup> November 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 15<sup>th</sup> September 2022**
- 4. To receive any public participation comments on the following agenda items.** Please email the Parish Clerk [parishclerk@cityofdurham-pc.gov.uk](mailto: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**
- 7. To review the Business Committee's strategic aims for 2023/24** – report included.
- 8. To consider the Business Committee's budget for 2023/24** – report included.
- 9. Update on proposals relating to ongoing engagement with local landlords** - a targeted survey for private sector landlords in Durham City and a request a voluntary contribution from landlords towards the Parish Council precept
- 10. Update on events in the City planning** – including Paw Patrol event, Remembrance and Christmas
- 11. Proposal to establish a railway station adoption group**
- 12. 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 Thursday 15<sup>th</sup> September 2022 at 13:00 via Zoom

**Present:** Councillors E Scott (in the Chair), E Ashby, G Holland and N Brown.

**Also present:** A Shanley (Clerk), Mr Colin Wilkes (Durham Markets Company), Mr Richard Toynbee (Prince Bishops Place) and Councillor C Lattin.

The meeting began with a one-minute silence in memory of our late Monarch Queen Elizabeth II

### **1. Welcome and apologies**

Apologies were received from Cllr G Nair.

### **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 5<sup>th</sup> July 2022**

The minutes of the meeting held on 5<sup>th</sup> July 2022 were unanimously **agreed** as a true and accurate record of proceedings.

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

Mr Colin Wilkes advised that he was attending the meeting with an interest in all agenda items, specifically item 9 on the Agenda.

Mr Richard Toynbee advised that he was attending the meeting with an interest in all agenda items, specifically item 9 on the Agenda.

Councillor C Lattin advised that she was attending the meeting as Chair of the Environment Committee in order to discuss item 8 with the Committee in more detail.

### **5. Report by retail consultant Graham Sout on work in Durham City**

The Clerk advised that Graham Sout was unavailable for this meeting today but a written report on Graham's work has been circulated to the Committee in advance of the meeting. The Chair asked all Members to direct any questions on this report to the Clerk and/or Graham Sout.

### **6. Update from the Chair on her work as Portfolio Holder for Economy and Partnerships**

The Chair advised that she is soon to be meeting (in October) with the new owners of Prince Bishops. The Chair advised that the new owners appear to be very inclusive and keen to work with partners in the City.

The Chair also advised that she will be meeting with the business seeking to take over the former M&S building. The Chair advised that she could now confirm that this building will no longer be student accommodation, as previously understood to be the case.

The Chair also highlighted the difficulties caused as a result of increased energy bills for local businesses. The Chair advised that this will undoubtedly put a great deal of pressure on businesses in a way which has not been seen before.

Cllr E Ashby highlighted that there are issues with the mess at the end of Fowler's Yard and asked if this could be looked into by the County Council. The Chair advised that Cllr Mark Wilkes is looking into this issue and she would seek an update on this.

### **7. Producing a targeted survey for private sector landlords in Durham City**

Cllr E Ashby reminded Members that the Parish Council had previously attempted to host a roundtable meeting with private sector landlords. Cllr E Ashby highlighted that this hadn't been successful insofar as getting landlords to attend the roundtable meeting was concerned.

Cllr E Ashby advised that she felt that a targeted survey to landlords may be a more appropriate first step of engagement with landlords and proposed a draft survey to the Committee.

The Committee **agreed** that the Chairs of the Planning and Licensing, Business and Environment Committees should be asked to form a working party to look into this and report back to a future meeting of this Committee.

### **8. Proposal by the Parish Council's Environment Committee to request a voluntary contribution from landlords towards the Parish Council precept**

The Chair welcomed Councillor C Lattin to the meeting to discuss the proposal of requesting a voluntary contribution from landlords towards the Parish Council's precept.

Councillor C Lattin advised that the Environment Committee were very keen to pursue this with the aim of allocating more funding to projects which address environmental issues caused by a high density of student properties within a particular area.

The Clerk reminded Members that this had previously been discussed at a Full Council meeting and it had been agreed that the Chairs of the Environment Committee and Business Committee should discuss this in more detail.

The Chair asked where the funding would go once acquired from landlords. Councillor C Lattin advised that this could go towards more officer time in clearing up waste and/or more Neighbourhood Warden time.

Cllr E Ashby advised that she is not in favour of this scheme. Cllr E Ashby advised that this proposal would cut across the positive approach the Parish Council is hoping to make to landlords.

Cllr E Ashby advised that residents should be encouraged to contact the landlords with issues such as bins as opposed to contacting the Parish Council on this.

Cllr E Ashby also expressed concerns at the workload expected of the Parish Clerk in administering such a scheme.

Cllr G Holland advised that he was very much in favour of this scheme but also asked that Durham University also be asked to make a similar financial contribution. Cllr G Holland highlighted that there is clearly an urgent need for this, given that the University is no longer funding a police liaison officer and a neighbourhood warden.

It was **agreed** that this proposal should be discussed at the meeting of the Chairs of the Planning and Licensing, Business and Environment Committees and then put to a further meeting of this Committee.

#### **9. Update on events in the City planning**

The Clerk updated Members that the Platinum Jubilee events – with the support of all 4 local County Councillors in the parish – had cost the Parish Council a total of £3,000 and had gone very successfully.

The Clerk also advised that the book festival had cost £3,500 and took the opportunity to thank the Durham Markets Company for their tireless and excellent work on this event.

The Clerk advised that planning for the Remembrance Day event was well underway and he would keep the Committee updated on how this progresses.

The Clerk advised that he had recently met with Richard Toynbee regarding the Paw Patrol event for the half-term holidays in October. The Clerk advised that a two-day event with Paw Patrol characters could support footfall into the City centre and would cost the Parish Council a total of £1,600. The Committee **agreed** to support this proposal going to Full Council.

The Clerk advised that he would soon be meeting with colleagues to discuss Christmas events planning in the City centre and would keep the Committee updated on how this progresses.

The Committee thanked the Clerk for his update and work on these events.

#### **10. Update on the work of Durham BID**

The Clerk advised that Paul Howard had sent his apologies for this meeting and advised that he was presently working on the ballot for the renewal of the BID.

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  
(9<sup>th</sup> November 2022)**

## **ITEM 7: TO REVIEW THE BUSINESS COMMITTEE’S STRATEGIC AIMS FOR 2023/24**

Councillors are reminded that the Parish Council has agreed to formulate its strategy for 2023/24 ahead of the budget setting process in January 2023.

As part of this, all Parish Council Committees are being asked to agree their priorities for the forthcoming financial year so that this can feed into the Parish Council’s budget agreement.

For this current year, Members have agreed that the five overarching priorities for the Parish Council are as follows:

- 1.** Being an ambitious voice for the city
- 2.** Enhancing the physical and mental wellbeing of our residents and addressing inequalities in our parish
- 3.** Upholding the Neighbourhood Plan and representing the parish on planning matters
- 4.** Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish
- 5.** Taking action to combat the climate and ecological emergencies.

### **Looking Forwards**

The ‘Looking Forwards’ document has also been included as part of this work. ‘Looking Forwards’ is a companion document to the Durham City Neighbourhood Plan and has been developed by the City of Durham Parish Council Neighbourhood Plan Working Party. It is built on the aspirations and views as expressed by local people for their City during the five years of preparation of the Plan. It looks forward to greater involvement of the community in making Durham a more creative and sustainable City.

In addition to the five overarching aims of the Council, the Business Committee also agreed the following priorities for this year:

### **Business Committee**

<b>Council priorities</b>	<b>Business Committee Priorities</b>	<b>Looking Forwards initiative(s)</b>
<b>1. Being an ambitious voice for the city</b>	Engaging with local businesses	Theme 3: A City with a diverse and resilient economy
<b>2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish</b>	Promoting responsible businesses	Theme 3: A City with a diverse and resilient economy
<b>3. Upholding the neighbourhood plan and representing the parish on planning matters.</b>	Supporting new businesses in empty units across the city	Theme 3: A City with a diverse and resilient economy
<b>4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish</b>	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
<b>5. Taking action to combat the climate and ecological emergencies.</b>	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

<b>DECISION REQUIRED</b>	For Members to consider the above report and agree the Business Committee priorities for 2023/24.
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## **ITEM 8: TO CONSIDER THE BUSINESS COMMITTEE'S BUDGET FOR 2023/24**

As Members are aware, the Parish Council is required to agree its budget and precept request for the forthcoming financial year in January 2023.

In order to assist the Council in agreeing both the budget and precept for 2023/24, each Committee of the Council is being asked to propose a budget against their individual identified priorities for next year.

Last year, Members agreed that the hosting of events should be delegated to the Parish Council's Business Committee, in view of the Committee's commitment to increase footfall into the City centre. Events have been identified as a key activity the Parish Council can undertake in order to promote Durham as a daytime attraction to family visitors in particular.

In addition, the Parish Council has an ongoing contract with Graham Soult, independent retail consultant, who is working with local businesses as well as Durham BID on promoting the City.

The Parish Council's Finance Committee will be meeting in early January to consider each Committee's budget request.

In view of these ongoing commitments of the Business Committee, the following budget is proposed:

<b>Item of potential expenditure</b>	<b>Cost (£)</b>
<b>PRIORITY 1: Supporting Independent businesses</b>	
Professional support for independent businesses in Durham	10,800.00
<b>PRIORITY 2: Increasing footfall through events</b>	
Hosting events in Durham City (Remembrance Sunday, Christmas events, Coronation 2023, miscellaneous).	25,000.00
<b>TOTAL PROVISION IN 2023-24 AGAINST PRIORITIES</b>	<b>35,800.00</b>

<b>DECISION REQUIRED</b>	For Members to consider the above report and agree a proposed budget for the Parish Council's Business Committee.
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