

City of Durham Parish Council

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15th March 2023

Access details for Zoom Business Committee meeting:

Join Zoom Meeting
<https://us02web.zoom.us/j/89985050379>
Meeting ID: 899 8505 0379

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 21st March 2023 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 31st January 2023**
- 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 Soutl on work in Durham City**
- 6. Update on the work of Durham BID**
- 7. Update on proposals relating to ongoing engagement with local landlords** - a targeted survey for private sector landlords in Durham City
- 8. Engagement with the Parish Council's Neighbourhood Wardens on dealing with business waste**
- 9. Update on events in the City planning** – including a proposal from Durham Markets Company

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 31st January 2023 at 13:00 via Zoom

Present: Councillors R Ormerod (in the Chair), E Ashby, D Freeman and N Brown.

Also present: A Shanley (Clerk), Mr Paul Howard and Emma Wright (Durham BID), Mr Colin Wilkes and Ms Alice Wilkes (Durham Markets Company) and Mr Mel Metcalfe (Durham Pride).

1. Election of Chair of the Business Committee

Councillor R Ormerod was elected as Chair of the Business Committee. Proposed by Councillor D Freeman and seconded by Councillor N Brown.

2. Election of Vice-Chair of the Business Committee

Councillor D Freeman was elected as Chair of the Business Committee. Proposed by Councillor R Ormerod and seconded by Councillor N Brown.

3. Welcome and apologies

Apologies were received from Councillors G Holland and G Nair.

4. To receive any declarations of interest from members

None received.

5. To receive and approve as a correct record the minutes of the meeting on 9th November 2022

The minutes of the meeting held on 9th November 2022 were unanimously **agreed** as a true and accurate record of proceedings.

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

Mr Paul Howard advised that he was attending the meeting to contribute to discussions relating to item 8 on the Agenda.

Mr Colin Wilkes advised that he was attending the meeting to contribute to discussions relating to item 10 on the Agenda.

Ms Alice Wilkes advised that she was attending the meeting to contribute to discussions relating to item 10 on the Agenda.

Mr Mel Metcalfe advised that he was attending the meeting to contribute to discussions relating to item 8 on the Agenda.

7. Report by retail consultant Graham Soutt on work in Durham City

The Clerk advised that Graham was away at a national conference and was therefore unable to make this meeting unfortunately. The Clerk advised that Graham would be providing a written report to Members in due course on his work in Durham City since the last meeting of the Committee.

8. Update on the work of Durham BID

The Chair welcomed Paul Howard to the meeting and thanked him for joining the Committee today to update the Council on the most recent work of Durham BID in the City.

Paul provided an update to the Committee on the most recent footfall stats for the City. Paul advised that the City had seen a strong start to January with footfall figures showing an increase on 14.19% in comparison with January 2022.

Paul reminded the Committee that Restaurant Week was currently taking place in the City and he was pleased to advise that 29 businesses were taking part in this year's Restaurant Week promotion. Paul advised that the social media feedback from the week was extremely positive. Paul advised that a number of publications had also given the campaign some excellent coverage.

Paul highlighted that the recent Independents campaign run by Durham BID had been hugely successful. Paul advised that 49 businesses had taken part in the campaign over Christmas and that the vouchers awarded to each winner were still valid until the end of next week.

Paul advised that Durham BID would be running this campaign twice per year (once in the Summer and once again over Christmas). Paul highlighted the positive social media coverage from the campaign and thanked all of the businesses and residents who had taken part in this.

Paul advised that the next big event happening in the City would be the Fire and Ice Festival. Paul advised that this year's event would be taking place on 24th and 25th February and that there would be 12 sculptures dotted around the City with a steampunk theme this year. Paul advised that the sculptures would be located between the Cathedral down to Walkergate. Paul advised that he had hoped that Milburngate would be open in time for the Festival but this doesn't look like it will happen.

The Clerk and Councillor D Freeman asked if Paul had stats on the average spend per visitor comparing day-time and night-time economy customers. Paul advised that he would look into this.

Councillor E Ashby asked if Paul had any information on some of the more sophisticated methods of measuring footfall. Paul advised that the BID currently uses the bean counters but the next level up from there would be the use of smartphones. Paul advised that he would prefer to use the smartphone method but the set-up costs were very expensive and came in at circa. £80,000. Paul also highlighted that smartphones would need to be connected to free wi-fi which doesn't exist in Durham City at present but he is aware that this is very much on the radar of Durham County Council.

9. Update on proposals relating to ongoing engagement with local landlords

The Committee took the opportunity to thank Councillor E Ashby for her ongoing work as part of the Committee's efforts to engage more with local landlords from the private sector in Durham City.

The Clerk confirmed that the survey has now been launched and that both a hard copy of the survey and a link to an electronic version of the survey had been distributed to local landlords in the City.

The Clerk advised that he had requested that responses be received by no later than 28th February. Thereafter, the Committee could consider the responses received and decide on a course of action for ongoing engagement with the sector.

10. Update on events in the City planning

The Committee took the opportunity to thank both Colin and Alice Wilkes for their exceptional work for the Christmas Festival and Chinese New Year. Members remarked that these were fantastic events and footfall in the City was markedly high.

Ms Alice Wilkes also advised that Durham City had been asked to host the North East Finals for this year's National Market Traders Federation Youth Markets competition on Sunday 2nd July and asked if the Committee would support the Durham Markets Company in this endeavour with some support and funding. The Committee very much welcomed this news and **agreed** to support this event in July.

Mel highlighted that Durham Pride marks its 10th anniversary in 2023. As part of that milestone, Mel advised that Durham Pride is proposing a day of celebration for LGBT+ personnel serving in the British Armed Forces, past and present.

The day will be held on Saturday 27th May 2023 from 12pm to 10pm on the Sands Field with a beer tent, fairground, food court, market stalls and entertainment for all the family to enjoy. It will be free to enter, and Durham Pride will encourage the three regular services LGBT+ forums to get involved. Mel advised that Pride is inviting the Army Cadet Force, Air Training Corps and Navy cadets as well as TA units from across the North East.

Mel advised that the event organisers hoped to have a fun 'Battle Challenge' competition with prizes for winning teams. Pride also hopes to have Armed Forces stands/displays and recruiting information stalls.

The day will include some archive material to include the proud history of the DLI and hopefully some personal testimonies from people about their experiences from those who served and those who are serving now in different arms of the UK forces.

Mel advised that Pride would welcome ideas from anyone around the day and what people would like to see whilst maintaining the military LGBT+ theme. Pride would also welcome volunteers for a variety of tasks they would be interested in performing.

Durham Pride is looking for total funding of £6,000 towards this 1-day event and Mel advised that any support would be greatly appreciated. The Committee thanked Mel for all of his exceptional work in planning this event and **agreed** to recommend to Full Council that the Parish Council supports the event at a total cost of £3,000.

The Committee **agreed** the following schedule of events and budgets associated with those events:

Event	Date of event	Costs
Coronation weekend	6th - 8th May	£1,360
Durham Pride (10-year anniversary)	27th - 28th May	£3,000
National Market Traders Federation Youth Markets	2nd July	£2,500
Durham City Children's Book Festival	26th and 27th August	£3,500
Autumn half-term event - TBC	27th October - 6th November	£2,500
Remembrance events	11th and 12th November	£5,000
Christmas events	Throughout December	£7,000
Total:		£24,860

There being no further business, the Chair thanked Members for their attendance and contributions and closed the meeting.

Signed,

**Chair of the Parish Council's Business Committee
(21st March 2023)**

ITEM 9: PROPOSAL BY DURHAM MARETS COMPANY ON YOUNG TRADERS' NATIONAL YOUTH MARKET COMPETITION 2023

The Young Traders competition is a national annual event created by the National Market Traders Federation (NMTF) for young people aged 16-30 who have an existing business or who wish to trial an idea for a product/business in front of real customers.

There are many such 'bedroom' businesses in existence and this competition gives them the opportunity to see if it is feasible, or desirable, to take the next step and trade at a local market to increase awareness and sales potential.

Durham Markets Company has regularly held a local heat and are doing so again on May 1st but are absolutely delighted to have been asked by the NMTF executive to host the North East regional finals on Sunday 2nd July.

Traditionally, these regional finals are held at Newcastle or Stockton so it's a real honour for Durham to be asked to host the final and we want to put on a market which showcases the best of young talent in the North East at the same time as encouraging additional footfall into the City Centre on a traditionally 'quieter', creating a win-win situation.

In addition, Durham will receive some good positive national coverage with the NMTF organisation and publications, which hopefully might result in some enquires to trade in markets across the County.

This initiative is a fantastic way to encourage young people to seriously consider the merits of becoming a small independent business owner, hopefully in Durham, in a supportive environment with little to no overheads.

The 3 winners of the local heat will progress to the regional final, and then the winners from the regional final will move on to the national final in Stratford-upon-Avon.

We are looking to, first of all, get the word out to the appropriate age groups who may be interested in attending the local heat through a social media campaign – we now have 30 branded gazebos so can put on an attractive layout of stalls.

For the final, we would like to provide a great fun family atmosphere with family entertainment, live music and arts and craft activities throughout the day which will be free of charge to encourage families to come into the city centre on a Sunday.

In an ideal world, for the final, we would like to try and arrange free parking for the participating traders in the final to show Durham in the best possible light.

We anticipate the cost of providing the above to be in the region of £1850