

# 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 **ENVIRONMENT COMMITTEE** will be held in **ROOM 1, ALINGTON HOUSE, DURHAM DH1 3ET** on **14<sup>th</sup> JANUARY 2020 AT 17:30** 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 26<sup>th</sup> NOVEMBER 2019**
- 4. PUBLIC PARTICIPATION**
- 5. UPDATE ON ENVIRONMENT COMMITTEE BUDGET FOLLOWING FINANCE COMMITTEE MEETING ON 7<sup>TH</sup> JANUARY 2020**
- 6. DISCUSSION OF OPTIONS FOR ORGANISATION OF ENVIRONMENT COMMITTEE MEETINGS HENCEFORWARD** (report included).
- 7. ACCREDITED LANDLORDS PROJECT** (report included).
- 8. DISCUSSION ON PROPOSED SECTION 106 APPLICATION PROJECT – ALINGTON HOUSE, RITSON HALL** (report included).
- 9. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**  
**See work / budget programme** (paper attached).
- 10. AOB** (Please note for discussion only, not decision making)
- 11. 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 Environment Committee held on 26<sup>th</sup> November 2019 at 13:15 in DCC Meeting Room, Clayport Library Building, Durham. DH1 1WA.**

Present: Councillors V Ashfield (in the Chair), J Atkinson, D Freeman and M Ross.

Also present: Parish Clerk A Shanley.

## **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs E Ashby and L Brown

## **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

None received

## **3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 15<sup>th</sup> OCTOBER 2019**

The Minutes of the meeting held on 15th October 2019 were unanimously agreed as a true and accurate record of proceedings.

## **4. PUBLIC PARTICIPATION**

None received

## **5. CONSIDERATION OF ENVIRONMENT COMMITTEE BUDGET FOR FINANCIAL YEAR 2020-21**

The following was agreed as the budget request for the Environment Committee for Financial Year 2020-21:

Item of expenditure	Cost
<b>PRIORITY 1: Clean and Green</b>	
Supporting Durham in Bloom + additional planting	£5,000
Purchase of plastic only bins	£3,000
Neighbourhood Warden	£10,000
Improving air quality in City centre	£2,000
Allotments	£2,000
<b>PRIORITY 2: Involving young people</b>	
Terracycle	£1,500
Establishing a City-wide youth Environment Committee	£5,000

<b>PRIORITY 3: Heritage</b>	
Development of Fenwick Lawson app - Durham heritage app	£5,000
<b>PRIORITY 4: Business frontages</b>	
Christmas frontage awards + Christmas event	£3,000
<b>PRIORITY 5: Noise</b>	
Developing the Quiet Zone proposal	£2,000
<b>PRIORITY 6: A167</b>	
Developing project from 2019-20 on domesticating the A167	£3,500
<b>TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES</b>	<b>£42,000</b>

## 6. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES

### i) Update on Good Neighbour scheme

The Clerk advised that the Good Neighbour scheme is progressing well, with students now signed up and Jess having agreed to temporarily take over co-ordination of the scheme from the DSU. It was **agreed** that the Clerk should write to all residents' groups to build a profile of the local needs (in terms of snow clearing only) in the Parish. It was also **agreed** that the Clerk should now purchase the snow clearing equipment in consultation with the Chair of the Environment Committee up to a maximum of the £1,000 agreed by Full Council for this commitment.

### ii) Update on Clean and Green tasks

The Clerk advised that the Business Frontage Awards and the Parish Council Christmas Civic event were both now sorted, with advertising of the Awards going well and lots of applications coming in except for the Chain store category.

The Chair advised that the matter of using section 106 funds for the City of Durham Parish area had been raised at a recent planning committee meeting and that she was keen to progress an application for a project to use section 106 funds. One of the proposals that had been raised to the Chair was the redevelopment of Ritson Hall and to use section 106 funds to do this. The Clerk advised that any application for section 106 should include a Business Case and a design of any redevelopments. The Chair advised that, should no Chain store apply for the Business Awards, the funding could be used to pay a designer to design plans to assist an application for use of section 106 funds. The Committee felt this was a worthwhile project and should be considered at Full Council wherever the funding in the budget came from.

The Clerk advised that he would firstly put round a note to all Councillors to ascertain if there was a desire to do this before carrying out a lot of work on such a scheme. This approach was **agreed** by the Committee.

The Clerk advised that the Neighbourhood Warden continued to work to the agreed additional hours and was focusing on discarded litter and bins being left outside in the streets for the coming months.

The Clerk advised that he had received a quotation of £12/hour per Officer for the proposed Quiet Zone Officers from a local security firm. The Clerk advised that it may be best to keep this on hold at present as one of the recommendations from the ASB Conference had been to look to amend the contracted working hours of DCC Neighbourhood Wardens after 10pm which would make the Quiet Zone Officer proposal unnecessary. It was **agreed** to put this initiative on hold.

The Clerk advised that he had no updates on the proposals for new bike racks.

The Chair advised that she would like to propose that all of the funding for Heritage signage from the Environment Committee budget 2019-20 (£5,000) go towards the Fenwick Lawson app and that further funding be made available in the next financial year to develop this into a wider "Heritage of Durham" app. It was **agreed** to put this forward to Full Council for approval.

### **iii) Involving young people – Terracycle project and UN Climate Change teaching training**

The Clerk advised that he had ordered the terracycle box for St Margaret's Primary school and the school were keen to do some publicity on the scheme with representatives of the Parish Council to further encourage recycling in schools.

The Clerk also advised that one teacher from the Durham school had now completed the UN Climate change teacher training scheme and had provided positive feedback on this.

Cllrs V Ashfield and M Ross **agreed** to visit all local schools to further progress these schemes.

It was **agreed** that £3,000 of the funding from involving young people should be reallocated towards a professional promotion of the pocket ashtrays. The Clerk advised that he would seek to progress this.

### **iv) A167 – Working Group update**

The Clerk reported on a recent meeting that he and Cllrs E Ashby and L Brown had had with Michelle McIntosh, DCC Highways Officer on the project on the A167.

The Committee considered the budget, as updated following the meeting with Michelle McIntosh, and **agreed** that the Clerk should seek to further the funding of the gates (£3,000) and the winter bulb planting (approx. £500) this side of the financial year. The Clerk advised that the funding would depend on the Risk Assessment which Michelle McIntosh is doing on some of the proposals.

## **7. AOB (Please note for discussion only, not decision making)**

None received.

## **8. DATES OF FUTURE MEETING.**

It was **agreed** that the next meeting of the Environment Committee should take place on 14<sup>th</sup> January 2019 at 14:00pm

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 Environment Committee**

**ITEM 5: UPDATE ON ENVIRONMENT COMMITTEE BUDGET FOLLOWING  
FINANCE COMMITTEE MEETING ON 7<sup>TH</sup> JANUARY 2020**

<b>Item of expenditure</b>	<b>Cost</b> (Proposed at 26.11.19)	<b>Amendments</b> (Proposed at 07.01.19)
<b>PRIORITY 1: Clean and Green</b>		
Supporting Durham in Bloom + additional planting	£5,000	£10,000
Purchase of bins for plastic only recycling	£3,000	£3,000
Neighbourhood Warden	£10,000	£10,000
Tackling pollution in the city centre (air/noise)	£2,000	£2,000
Allotments	£2,000	£2,000
<b>PRIORITY 2: Involving young people</b>		
Terracycle project	£1,500	£1,500
Establishing a City-wide youth Environment Committee	£5,000	£5,000
<b>PRIORITY 3: Heritage</b>		
Development of Durham heritage app	£5,000	£5,000
<b>PRIORITY 4: Business frontages</b>		
Frontage awards + Christmas event	£3,000	£3,000
<b>PRIORITY 5: Noise</b>		
Developing the Quiet Zone proposal	£2,000	£2,000
<b>PRIORITY 6: A167</b>		
Developing project from 2019-20 on domesticating the A167	£3,500	£3,500
<b>TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES</b>	<b>£42,000</b>	<b>£47,000</b>

## **ITEM 6: DISCUSSION OF OPTIONS FOR ORGANISATION OF ENVIRONMENT COMMITTEE MEETINGS HENCEFORWARD**

### **Background:**

The weight of work created by this committee requires more frequent meetings;

The availability of some committee members makes both daytime and evening meetings difficult;

The work could be divided into different foci, either

- "Proactive" and "Reactive" work;
- Clean and Green / Noise and nuisance
- Other, to be discussed.

### **Proposal:**

The meetings should be fortnightly and alternate between afternoon (approx. 1pm) and evening (approx. 5.15-5.30pm)

### **Organisational options:**

The Agenda remains linear and one member of the committee will be excluded alternately;

The meetings alternately focus on one of 2 agreed foci: afternoon meetings focus on one focus, evening meetings on the other.

## **ITEM 7: SELECTIVE LICENSING SCHEME FOR COUNTY DURHAM**

### **Background**

1. Selective licensing is a discretionary scheme for local authorities and covers privately rented properties. The Housing Act 2004 allows local housing authorities to designate areas for Selective Licensing to support the improvement of privately rented properties, providing certain conditions are met.
2. In areas designated, landlords must apply for a licence if they want to rent out a property, this includes landlords who rely on lettings agents to manage their properties on their behalf. This means the council can check whether they are a "fit or proper person" to be a landlord or letting agent, as well as making other stipulations concerning management of the property and appropriate safety measures. The stipulations are listed in the licence conditions and the conditions are at the discretion of the local authority.

### **County Durham**

3. On 17 October 2018 Durham County Council's Cabinet approved in principle to detailed preparatory work being undertaken with the intention of submitting an application to the Secretary of State for Communities and Local Government for a county-wide selective licensing designation. This work includes the preparation of a business case for funding.
4. In seeking to progress a selective licensing designation, the County Council is required to take reasonable steps to consult persons who are likely to be affected and consider any representations made in accordance with the consultation. Consultation should include local residents, including tenants, landlords and where appropriate their managing agents and other members of the community who live or operate businesses or provide services within the proposed designation.
5. The scale of the scheme is considerable - it is estimated that there are some 60,000 privately rented properties in County Durham that would need to be inspected. Prioritisation of specific areas will be necessary. An obvious priority is Durham City because of the intensity of privately rented HMOs in the city and the long-standing need to tackle unsatisfactory properties, landlords and tenants. The current voluntary licensing scheme covers 780 properties in the city, only about 9% of the total number of privately rented properties in the city.

## **RECOMMENDATION**

It is **recommended** that the Parish Council:

- (a) expresses support for the County Council's intention to seek a Selective Licensing Scheme covering the whole County;
- (b) advises that Durham City should be treated as a priority area for inspection; and
- (c) requests that the Parish Council be included in consultations on the emerging application and business plan.

## ITEM 8: SECTION 106 APPLICATION – RITSON HALL PROJECT

As Councillors are aware, there is currently a significant amount of section 106 funding available in the Elvet and Gilesgate Division. Details are shown below:

District	AVAILABLE TO ALLOCATE FROM S106 BUDGET	Purpose of 106
Durham City	£30,000	Public Art
Durham City	£36,297	Open Space contribution
Durham City	£19,282	Open space enhancement/ Public Art

In November, following the November Environment Committee where this issue was discussed, the Clerk wrote to every Parish Councillors to ask whether they would support an application for use of part of these funds to go towards the redevelopment of Ritson Hall in Alington House. The Hall is felt to be outdated and in need of renovation. Accessibility is also an issue as the lift is currently out of use.

The Clerk has sought quotations from a number of companies for the redevelopment works and a letter of support for the project has been provided by the local Residents' Group St Nicholas Community Forum.

Quotes are as follows:

**Company A – £895.00 (+VAT)**

**Company B - £2,200.00 (+VAT)**

The Clerk has also had a discussion with the Planning Development Manager at DCC to see if the funding available for public art could be put towards a project of this type and has received a positive response to this.

The Development Manager at Alington House has put together the following business case to support this application:

### **Background to Alington House as a Community Association (with a focus on Ritson Hall)**

Alington House is a Grade 2\* listed City Centre Community Association (just outside the UNESCO site on North Bailey) and has served the community since 1948.

The Centre started as a provision for girls (Durham Girls Club) and was named after Hester Alington who was Chair of the association in 1948.

The centre through the decades has provided gaps in provision for much social change both in the City of Durham, local rural and semi-rural villages and has provided and still does for national and international needs.

The appendix to this proposal (Alington House through the Decades Project) shows how Alington House has provided for change through the decades and how much we are committed to providing space which is fit for purpose and attractive to the community to enable us to fully meet our aims and objectives as a long-established Charity.

The centre is a large house with 2 cellars. The ground floor consists of a community café, two training/meeting rooms and the reception/office.

The second floor consists of a training room, an I.T. room and office space for rent to organisations with similar charitable aims and objectives.

The third floor consists of a flat which is also available for hire for office space by community groups.

The centre has 3 staff, 1 full time Co-ordinator, 1 part time development worker and 1 part time cleaner. The centre also has 8 volunteers.

All day to day work and strategic development is overseen and managed by a board of 6 Trustees who meet every 6 weeks.

## **Ritson Hall**

### **Access to the Hall**

Ritson Hall is situated at the back of the building and is accessed from the ground floor via 5 stairs.

The gradient is too high to have a ramp therefore a lift was installed from the ground floor in the 1970s. This lift is no longer working; parts have become obsolete and the design would not take an electric wheelchair and user up to ground level due to the weight restrictions. We have been working to raise funds to install a new lift, approx. 17000 and have secured a large grant £10,000 from Awards for All, and smaller grants totalling £4500 towards this (to be used by August 2020).

### **Ritson Hall Interior**

Ritson Hall needs an urgent upgrade to benefit the existing groups or the potential new groups we could attract.

The current management have tried to keep it looking acceptable for use and fit for purpose i.e. floor was re polished in Oct 2018 (local neighbourhood fund) and the walls have been recently painted by The Princes Trust young task force but the fabric of the hall is in a poor state of repair, as are the windows and doors and we are patching up what really needs to be renewed due to lack of funds.

The Hall was built onto the building in 1955 and has not had a refurbishment yet.

The feedback we get is that the hall lacks ambiance, is well worn and does not fit in with the feel of a Grade 2\* listed building.

Feedback also tells us that training providers still use the room as they receive excellent customer service, but the facilities let Alington House down. Issues such as lack of storage space, lack of up to date training screens, projector and easy access to these are time consuming and frustrating to both groups and the staff who want to provide the best they can to groups.

Currently Ritson Halls USPs are that it is spacious, it is multi-functional, and it is in a quiet part of the building and it also leads onto the outside patio and terrace which are attractive to user groups, especially for events.

### **Usage of Ritson Hall 1.1.2019 to 31.12.2019**

#### **Ritson Hall is available to book 7 days per week 8am to 12am**

#### **Current Cost is £21ph for non-members and £16ph for members**

Number of sessions booked in 2019, based on 50 weeks opening: -

<b>Possible</b>	<b>Actual</b>
AM 350	AM 98
PM 350	PM 82
Evening 350	Evening 102

Currently at the end of 2019 Daytime usage is **28%**.

Number of weekend sessions booked in 2019 based on 50 weeks opening.

<b>Possible</b>	<b>Actual</b>
Weekends 294	Weekends 168

Currently at the end of 2019 weekend usage is **57%**

#### **Total Income from Ritson Hall Bookings in 2019**

£10,950

#### **Total Number of groups booking Ritson Hall in 2019**

55 Groups

#### **Total Number of events booked in Ritson Hall in 2019**

7 special events

### **The Need for the Ritson Hall Development Project**

#### **5 main areas of need (Objectives) for 2020**

- 1.** To improve the Accessibility into Ritson Hall (on lower ground level) opening access to participation for all.
- 2.** To carry out a much-needed fit for Purpose capital upgrade to enable the hall to be used daily and enjoyed for a wide variety of both social and educational activities.
- 3.** Develop the weekday Usage of Ritson Hall to include new user groups, local, national and international to make full use of the new attractive and fit for purpose training and educational environment by a minimum of 30% in year 1.

4. Develop evening and weekend usage of the Hall to promote affordable events in an attractive venue i.e. weddings, christenings and funerals to local people by a minimum of 20% in year 1.

5 To link the Ritson Hall development to Alington House overall strategic aims and objectives (development plan) and wider Durham Plans and market the upgraded premises in accordance with these plans.

### **Main Outcomes of the Project**

1. Ritson Hall will be accessible to everyone who wants to use it.
2. Ritson Hall will become more attractive and user friendly to both existing and potential new groups.
3. More groups, local, national and International will use Ritson Hall making the association more sustainable
4. Local People will have an affordable and upgraded attractive venue for events
5. More local people will use Alington House for training and self-development to develop their skills, confidence and employability chances.
6. Alington House will increase Partnership working.

### **Monitoring and Evaluation of the Project.**

Ritson Hall refurbishment, development and usage will be evaluated by the following methods:

- Attendance, signing in and comments book kept in the hall
- Record of increase in existing /new groups kept
- Record of increase of existing /new events taking place
- Using Heritage open days as a chance to evaluate
- Regular feedback from training tutors and user group representatives
- Monitoring the increase in usage relating to the extra income over year 1 /sustainability
- Usage and effectiveness of the new lift facilities
- Listening and talking to users of the new facilities to evaluate.
- Co-ordinator reporting to the Trustees the progress at Trustee meetings verbal and written.

### **Marketing the Development Outcomes.**

Following the Capital refurbishment, the development of usage of the new facility will be marketed by the centre Trustees, staff and other stakeholders. The marketing plan will be based on Charity and Service, Core Values and Inclusivity and creating more of an awareness and visibility in the community by:

Advertising both within and outside of the building, making use of the City Centre Location and partnership services. For example, the City Market, Durham Pointers, Durham University and other contacts.

Advertising with a new feature on Alington House Website with links from other Voluntary sector umbrella websites investigated and created, such as Durham Community Action and VONNE.

Advertising in the local press with a launch feature and official opening

By collaborating with other charities that can help in publicity and advertising such as "Media Trust"

Register with FREE space advertising companies such as "mycommunityspace.com to sell hire space

Host an opening event to invite existing Ritson Hall service users to spread news around the Durham Villages about the improved facilities.

Contact Schools and Colleges and other educational establishments who may be searching for periodical usage of City Centre venues.

Use our already effective social media pages to keep people up to date with developments and launches.

Approach local retailers to advertise for us as we already have much support in this area.

By engaging with our existing DU student volunteers and placements to advertise within DU colleges.

By using Heritage Open Days as a great opportunity to encourage more people to use the facilities.

### **Alington House Current Trustees and their Roles.**

David Thurlwell – Chairperson and acting Treasurer (Ex Durham Head Teacher)

Barbara Fox – Trustee/ member of the Women's Drop In/Volunteer

Michael Turner – Trustee/ Visually Impaired Group and Drama Group

Alix Collingwood-Swinburn / Trustee and Curator of Western Art at Durham University.

John Lowe/ Trustee / also Trustee of City of Durham Trust.

Patty O'Boyle/ Trustee/ Literature Group and Collpitts Poetry

### **Focus Group Consultation / December 2019.**

A consultation took place in Dec 2019 with members of the Visually Impaired and Women's Groups re the aims of the refurbishment and development of Ritson Hall.

The following feedback was readily given and well received: -

***All agreed the hall is well worn, and in immediate need of repair and refurbishment, some of the group thought the hall looked shabby, others***

**thought Alington House did their best to make it look fit for purpose but were covering up the cracks.**

Energy efficiency is very important, and windows need replacement/repair as some of the catches were broken and the secondary double glazing was inadequate.

**We need more plugs and the projector and screen would be better if it were built in somewhere to save space and some of us find it hard to set the equipment up as it is heavy and out of date.**

It would be good to have a partition to hide the chairs and the drama groups would like a portable small stage which could also be used by Collpitts poetry and Take Off Festival etc. This would also work for events.

**The columns could be painted a darker colour and the walls lighter. We could highlight the history of Alington House with pictures on the columns.**

It would be good to have some storage; we could have storage which is also seating all along the entrance of the hall. There is no storage for groups.

**We need access, I am Visually Impaired and have a balance issue, it is hard getting down the steps and the handrail on the right ends on the fourth step, if you are chatting you could easily miss the step and the lift is not working now.**

The hall is in a lovely place and historical, I think we should keep the period style but in a modern way.

**This is an old building; I don't expect the hall to be trendy, but I do think it could be lovely with some TLC.**

We would love access to the garden through the Hall when a group is in. What an asset!!!

**It could look as good as Hardwick Hall.**

Lights should be bright as I am visually impaired, but the strip lights are very bright, and I think some groups don't like that. We need lighting which is adaptable, and we also need a lift and a hearing loop.

**It would be good to have light up boards on the columns with the History of the centre and its role in Durham City would be good.**

Make the entrance to the hall more attractive including the glass door which is not good for the Visually Impaired

**The hall would attract more people if it was done up because the garden and patio are nice, our group did a sensory garden on the patio this summer.**

The building is one of the only free open use community buildings left in this part of the City. We are local people and feel a sense of safety and belonging here and it gives us a reason to come into the City, otherwise some of us might not. We would like to see it updated as it has not had anything done to it since 1955 and the lift in 1970s. 2020 is the time. So many things are disappearing from the City

*and we need a function and welfare hall in this part of the City which is not a drinking establishment. Local people deserve this hall to be upgraded and could use it for affordable family events, wedding receptions, parties, christenings, baby showers and gender reveals etc. We think more people would come in from the villages as well as the people who are left living in the City including students and temporary residents. It is a great place for integration, with a focus on activity and education without the alcohol.*

**ITEM 9: DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**

**PRIORITY 1: Involving Young People - £5,500 budget**

	<b>Actions</b>	<b>Who</b>	<b>What</b>	<b>Actual spend</b>
1.	Arrange for Council / Committee meetings held in schools	MR & VA	Visit schools	£0
2.	Young people involved in recycling issues	MR & VA	Visit / contact schools	£1,000
3.	Schools involved in UN Climate emergency Training	AS & VA	Contact schools	£1,500
				<b>Total: £2,500</b>

### **Priority 2: Clean and Green - £30,000 budget**

	<b>Actions</b>	<b>Who</b>	<b>What</b>	<b>Actual spend</b>
1	Neighbourhood Warden contract	AS	Litter, rubbish bins, dog fouling	£5,000
2.	Invite Oliver Sherratt to attend EC meeting	VA	Durham in Bloom Future plans	£2,500
3.	Grass cutting / cleaning SLA Sustainable planting	VA	Meet Andrew Jackson Discuss future plans and our ideas	£0
4.	Business Frontages	JA	Establish competition, awards and plaques	£3,000
5.	Pocket Ashtray	AS	Order for circulation in Dec 2019	£3,650
6.	Invite Dave Wafer to attend meeting	VA	<ul style="list-style-type: none"> <li>Ask him to outline his planning programme</li> <li>Present our issues</li> <li>Consider other aspects</li> </ul>	£0
7.	Cleaning North Road	AS		£14,487
8.	Replanting trees at The Sands	AS / VA	Present to Full Council for agreement	£500 allocated
9.	Bike Racks / Flowertubs / under Milburngate Bridge	EA	Order tubs	£1,500 allocated
10.	Quiet Zone Officers			TBC
				<b>Total: £30,637</b>

### **Priority 2A: Clean and Green: Good Neighbour - £1,000 budget**

	<b>Actions</b>	<b>Who</b>	<b>What</b>	<b>Actual spend</b>
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1.	Build partnership with DSU / SCA	EA	Discussions with the Students' Union and Student Community Action	
2.	Work with Neighbourhood groups to identify needs			
3.	Create strategy to meet need			
4.	Purchase of equipment			£1,000 allocated
				<b>Total: £1,000</b>

### Priority 3. A167 Traffic Calming - £3,500 budget

	Actions	Who	What	Actual spend
1.	Create Working Group	EA/ ES/ LB	Include Neighbourhood groups	
2.	Refuges	Working Group	Liaise with DCC	
3.	Flower Towers	EA / LB		
				<b>Total: £0</b>

### Priority 4: Heritage Signing - £5,000 budget

	Actions	Who	What	Actual spend
1.	Propose consider the Fenwick Lawson App trail in conjunction with partners	Full Council	App currently being developed.	£5,000
2.	Work to engage partners ...	Env Cttee	....	
				<b>Total: £5,000</b>

Items in **green** are those which have been completed or are well under way. Those in **black**, are in progress.