

# City of Durham Parish Council

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## **Join Zoom Meeting**

**<https://us02web.zoom.us/j/83082013342>**

**Meeting ID: 830 8201 3342**

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 **via Zoom** on **Tuesday 11<sup>th</sup> January 2022 at 1.00pm** 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 7<sup>th</sup> DECEMBER 2021**

**4. PUBLIC PARTICIPATION**

**5. DISCUSSION WITH LAURA DOBSON, CIVIL CONTINGENCIES UNIT AT DCC ON COMMUNITY EMERGENCY PLANNING**

**6. DISCUSSION OF PROPOSED PROGRAMME OF WORK FOR 2022/23**  
– report attached.

**7. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**

**7a. To decide:**

- I) History and wildlife information boards at Riverwalk

**7b. To complete:**

- I) Completing the "Hallow Green/Greening the Viaduct 2021" project – including John Street and Bridge Street proposals
- II) Update on the work to improve the River Wear
- III) Proposal to tackle single use plastics in Durham
- IV) Update on carbon literacy training
- V) Section 106 project – sedum roofed bus shelters

**7c. To note:**

- I) Durham in Bloom priorities for 2021-22 – tree planting at the Sands
- II) Installation of Mosaic art work at the UHND
- III) Progressing the blue plaques scheme
- IV) Young People’s Challenge update
- V) 7 Hills of Durham project update
- VI) Progressing the recycling stickers project

**8. AOB** (please note for information only and not for formal decisions).

**9. DATES OF FUTURE MEETINGS**

Tuesday 8<sup>th</sup> February 2022

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 7<sup>th</sup> December 2021 at 13:00pm via Zoom**

**Present:** Councillors C Lattin (Chair), V Ashfield, R Freiderichsen and R Hanson.

**Also present:** Parish Clerk A Shanley.

## **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S Walker and D Freeman.

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

None received.

## **3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 9<sup>th</sup> NOVEMBER 2021**

The minutes of the meeting held on 9th November 2021 were unanimously **agreed** as a true and accurate record of proceedings.

## **4. PUBLIC PARTICIPATION**

None received.

## **5. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**

### **5a. To decide:**

#### **I) Terms of Reference for the Full Council's Climate Lead**

Members agreed to propose the following Terms of Reference for the Full Council's Climate Lead:

### **TERMS OF REFERENCE: PARISH COUNCIL CLIMATE LEAD**

#### **1. The Nomination**

The Parish Council shall nominate one councillor of the Environment Committee at its meeting in May to undertake various roles consequential on the Parish Council's declaration of a climate emergency in March 2019. The councillor will be termed 'City of Durham Climate Lead' and will act to strengthen the Council's climate-related work in the short and long term. Strong climate action is strategic; it integrates the various parts of the Council, and covers mitigation as well as adaptation.

#### **2. The Nomination process**

Any councillor may nominate themselves for the role. Any nomination should be submitted in writing to the Clerk 7 clear working days before the meeting. Any nomination should be seconded by another councillor whose name should be recorded on the written submission. The nomination will be subject to a majority vote of the full Council. In the event of two or more nominations, there will an election whereby the successful nomination will have a majority of votes cast; in the event of a tie, the Chair will have the casting vote.

### **3. The Length of Nomination**

The period of nomination shall be for one calendar year; it may be renewed annually.

### **4. The Roles**

The Climate Lead's roles are as follows:

- to support the Chair and Vice-Chair on climate-related discussions and decisions relating to the Full Council;
- to advise on and support coordination of climate action across the Committees of the Council through the Committees' Chairs and Vice-Chairs;
- to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
- to provide guidance on those areas of Parish Council where there is a climate aspect, including:
  - procurement and commissioning;
  - place shaping (planning, development, transport);
  - showcasing;
  - partnerships;
  - involving, engaging, communicating (see Local Government Association (2021; point 3.2) A councillor's workbook on the local pathway to net zero ).
- to support the development of external relationships when tasked to do so by the Parish Council and its Committees;
- to attend meetings of external partners to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
- to support learning and development regarding climate policy;
- to access technical expertise to inform the Parish Council's climate action.

### **5. Reporting**

The Climate Lead reports to the Chair and Vice Chair of the Environment Committee and to the Chair and Vice-Chair of the Full Council, as appropriate.

### **6. Standing Orders and Financial Regulations**

The nomination should act at all times within the Parish Council's Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or

Unitary Councillors), SO25 (Restrictions On Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

## II) History and wildlife information boards at Riverwalk

Members noted with disappointment that the original proposal of progressing a history board for the World Heritage Site at Riverwalk was unable to proceed as originally planned. It was therefore **agreed** that a site visit of the Clerk and Environment Committee representatives should take place in order to identify an alternative suitable location for this proposal.

## III) Parish Council Strategy - Environment Committee's priorities for 2022/23

The Committee **agreed** its priorities as follows for 2022/23:

ENVIRONMENT COMMITTEE PRIORITIES	GOALS 2022	PROGRAMMES	TASKS, ACTIONS, EVENTS	BUDGET
1 <u>Being a voice for the City.</u>  Respond to residents of all ages and background in environment-related work	Mobilise Volunteer groups	Work with and emerging Riverscape project.	<ul style="list-style-type: none"> <li>Support Riverscape volunteers</li> <li>Organise regular litter picks</li> </ul>	
	Work with young people and respond to their concerns	Support the Young Peoples' Environment Group	<ul style="list-style-type: none"> <li>OASES/Schools project. Work with schools and university on conservation and environment projects which they identify.</li> </ul>	£2000
2 <u>Noise Abatement and clean air, clean and green city.</u>	A cleaner and greener city. Reduction in light pollution Reduction in night time noise.	Continue support of Neighbourhood wardens and night time wardens. Continue support for	<ul style="list-style-type: none"> <li>Develop planting plans with residents</li> <li>Durham in Bloom</li> <li>Develop community composting</li> </ul>	Wardens - £13,000 Durham in Bloom and planting - £11,500

<p>Promote cleaner air, a cleaner river, green spaces, and streets for living across the city</p>	<p>Sustainable travel</p>	<p>Sssh campaign and disposal of cigarette butts.</p> <p>Protection of the city from mess and litter Develop strategies to continue the greening of the city., Monitor light pollution and address offenders. Promote trial of Community Composting project. Work with existing PBSAs Work with DCC and bus companies to improve transport connectivity</p>	<p>project and proceed to trial.</p> <ul style="list-style-type: none"> <li>• Work with Wear River Trust to combat declining water quality and promote clearing of non native invasive species.</li> <li>• Programme of education for all on positive recycling.</li> <li>• Tidied waste bin storage.</li> <li>• Adopt teracycle bins in strategic places</li> <li>• Address street clutter to allow easy movement for all on our streets.</li> <li>• Work to improve and promote cycle paths.</li> <li>• Open up footpaths and work to ensure maintenance.</li> <li>• Develop more city trails</li> <li>• Support electric vehicles and promote more charging points</li> </ul>	
<p><u>3 Climate Change</u></p> <p>Work with all relevant committees to ensure the climate and</p>	<p>Sustainable Housing Tackle the loss of community through too much student accommodation</p>	<p>All new build houses to be sustainably heated, insulated and fit for age and disability</p>	<ul style="list-style-type: none"> <li>• Work with planning committee to challenge non sustainable development.</li> <li>• Work for a better mix of student and</li> </ul>	

ecological emergencies are considered in all planning matters			residential accommodation	
	Development of CODP Community Emergency Plan		<ul style="list-style-type: none"> <li>• Work with DCC Civil Contingencies Unit to develop and promote a plan.</li> <li>• Develop appropriate partnerships with other bodies.</li> </ul>	
	Develop strategies to combat climate change	Support Climate Change Lead Increased awareness and action taken on climate change.	Deliver training to relevant people on strategies for combatting climate change	
4 <u>Heritage and appearance of the City.</u> Improve and protect the appearance of the city and its heritage	Improved appearance of the city throughout the year Tidy, clean, attractive streets and businesses  Wider awareness of, and access to, the city's heritage.	Build on the new heritage protection process to protect our heritage further.  make the vennels a safe and attractive place in which to wander.	<ul style="list-style-type: none"> <li>• Continue bulb planting and greening of the city.</li> <li>• Introduce innovative ways of greening the city such as sedum bus shelters.</li> <li>• Progress the blue plaque scheme.</li> <li>• Identify key heritage locations and secure external funding to restore and increase accessibility.</li> <li>• Create a live heritage app.</li> <li>• Clear and clean up our vennels, install decent low-level lighting,</li> </ul>	£11,000

<p>5 <u>Climate Emergency</u>. Be proactive and collaborate with all partners (including Parish Council committees, Durham County Council, residents, developers, landlords, and other businesses) to coordinate our impact on the climate and ecological emergencies</p>	<p>Encourage sustainable Travel Increased awareness and action on climate change</p>			<p>£10,500</p>
	<p>Support the ecological emergency</p>	<p>Support the ecological emergency</p>	<ul style="list-style-type: none"> <li>• Stop the use of glyphosphates in the city</li> <li>• Develop and promote reusable cup scheme</li> <li>• Work with business to promote climate awareness.</li> <li>• Explore with Business committee, the possibility of a climate friendly award for businesses in the city.</li> </ul>	
				<p>£48,000</p>

**5b. To complete:**

**I) Durham in Bloom priorities for 2021-22 – trees and bulbs planting and wildflower meadow**

The Clerk advised that he was seeking permission from DCC to carry out the tree planting at the Sands, with trees from the Woodland Trust being used in this area for a planting event. It was **agreed** that this should now take place in

February 2022, subject to all permissions being granted. The Committee put on record its thanks to Val Standen for retaining the trees in her allotments on behalf of the Parish Council.

The Committee also noted that most of the bulbs ordered in November had now been planted across the Parish area.

## **II) Progressing the "Hallow Green/Greening the Viaduct 2021" project – including John Street and Bridge Street proposals**

Members noted that a number of planters have already been installed and planted up around the Viaduct area, with more planters to be put in place in the New Year. Cllr V Ashfield also advised that she would be liaising with the Clerk on ordering the fruit trees for Bridge Street as previously agreed.

It was also **agreed** that a number of Committee Members and the Clerk should spend a day doing some planting up at John Street, with the remaining bulbs and some plants being installed into the area.

## **III) Proposal to tackle single use plastics in Durham**

The Committee noted that this proposal is progressing and a further report would be coming back to Committee on this in 2022.

## **IV) Update on carbon literacy training**

The Clerk advised that he would be seeking confirmation from the Chair of the Parish Council on the selected training provider for the carbon literacy training and it is hoped that this can take place on an appropriate date in February 2022, with sufficient notice given to Members on the date and time of this so as to ensure that as many Members as possible are able to be involved in this important training.

## **V) Section 106 project – sedum roofed bus shelters**

The Chair reminded Members that the Parish Council has now agreed to progress a Section 106 application to have the two bus shelters at lower Claypath replaced with sedum roofed green shelters. The Clerk advised that he would be working with the relevant officers at DCC on this with the hope of submitting the application for the necessary funds in January 2022.

### **5c. To note:**

Members noted that the following projects were being progressed, with the Christmas Frontage awards set to be presented on 9<sup>th</sup> December and promoting the cigarette butt campaign now completed and the 7 Hills of Durham project set to be launched on 9<sup>th</sup> December:

- I) Update on the Parish Council's Best Business Christmas Frontage Awards 2021.
- II) Installation of Mosaic art work at the UHND
- III) Promoting the cigarette butt campaign

- IV) Progressing the blue plaques scheme
- V) Young People's Challenge update
- VI) 7 Hills of Durham project update
- VII) Progressing the recycling stickers project

## 6. DISCUSSION ON ENVIRONMENT COMMITTEE BUDGET FOR 2022/23

Members provisionally **agreed** the following proposed expenditure for 2022/23 for the Environment Committee:

Item of expenditure	Cost (£)
Neighbourhood Warden SLA with DCC	£10,000
Durham in Bloom	£10,000
Frontages Awards (Christmas)	£2,000
Improving the river	£7,000
Seven Hills Trail app	£5,000
Blue plaques	£3,000
Sustainable food	£3,000
Reduction in plastic use (award to business)	£1,000
Reusable cup scheme	£4,000
Terracycle scheme	£4,000
<i>Shhh...</i> campaign	£2,000
OASES/ schools project	£3,000
Event for clean air and active travel	£1,800
Durham Climate Friendly business award	£3,000
Community composting project	£2,000
Wall ball	£1,500

In agreeing this expenditure, Members noted that this would be subject to change at the January Finance Committee meeting. Members also **agreed** that Cllrs C Lattin, R Friederichsen and V Ashfield should carry out some further work to the proposed expenditure, in order to add further information, such as that which relates to Committee priorities to this expenditure.

### 7. AOB (please note for information only and not for formal decisions).

None received.

### 8. DATES OF FUTURE MEETINGS

Tuesday 11<sup>th</sup> January 2022

There being no further business, the Chair thanked all those present for attending and for their contributions and closed the meeting.

Signed,

**Chair of the Parish Council's Environment Committee  
(11<sup>th</sup> January 2022)**