

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 **CITY OF DURHAM PARISH COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 25 APRIL 2019 AT 19:00** to transact the following business: -

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**
- 3. PRESENTATIONS FROM DURHAM POLICE AND SANCTUARY 21 ON HOMELESSNESS IN DURHAM.**
- 4. PUBLIC PARTICIPATION.**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH MARCH 2019 AND THE DRAFT MINUTES OF THE EXTRAORDINARY COUNCIL MEETING ON 10TH APRIL 2019**
- 6. COMMITTEE UPDATES**
 - Planning Committee minutes from meetings held on the 15 March and 29 March.
 - Verbal update on DCC HQ move
 - Recommendation to undertake an ecological survey in relation to planning application DM/19/01100/TCA
 - Invitation for comments on the market traders' permit area.
 - Environment Committee minutes from meetings held on the 5 March and 19 March
 - Recommendation to contract services of Neighbourhood Warden
 - Licensing Committee minutes from meetings held on 8 March and 22 March.
- 7. UPDATE FROM CHAIR.**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 28 March.
- 8. WORKING PARTY TO LOOK AT REVIEW OF PARISH COUNCIL STANDING ORDERS AND FINANCIAL REGULATIONS, COMMITTEE TERMS OF**

REFERENCE AND THE CREATION OF RISK REGISTER.

Councillors are asked to agree membership of this working party.

9. RESPONSE TO DURHAM COUNTY COUNCIL LICENSING POLICY REVIEW
(report included)

10. NEIGHBOURHOOD PLAN

Councillors are asked to approve the draft Neighbourhood Plan to allow a Regulation 14 (public) consultation.

11. 2019/20 PAY SCALES (report included)

12. CDALC/NALC MEMBERSHIP (report included)

13. PARISH COUNCIL LOGO UPDATE (report included)

14. DATE OF NEXT MEETING

Annual Parish Meeting – 23rd May – 6pm

Parish Council AGM Meeting – 23rd May – 7pm

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 City of Durham Full Parish Council held on Thursday 28th March 2019 at 19:00 in the main hall of St Leonard's Catholic School, North End, Durham DH1 4NG.

Present:

Cllr E Scott in the Chair

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, E Brown, S Cahill, R Cornwell, R Ormerod, C Reeves, M Ross, G Holland, D Freeman and A Doig

1. Presentation from Dave Wafer, Strategic traffic manager at Durham County Council on the new bus station proposals.

The Chair welcomed Dave Wafer, Strategic traffic manager at Durham County Council to the meeting to discuss the bus station proposals for North Road. Mr Wafer began his remarks by giving a brief overview of the initial scheme. Mr Wafer advised that the County Council had originally intended to remove the roundabout on North Road and allow space for further development to take place and to put the new bus station further north up North Road. Mr Wafer advised that the initial plans for the new bus station were not very popular.

Mr Wafer explained that at this stage the County Council were seeking initial comments on what residents would like to see from the new bus station. However, Mr Wafer explained that the current idea is to re-build the bus station at its current location. Mr Wafer advised that the County were exploring the idea of replicating the height of the existing bus station, pushing this further back for pedestrian access and to get rid of the overhang. Mr Wafer advised that the County Council had considered installing retail units to the ground floor of the bus station and felt that just one unit, such as an off-license, would suffice in this location.

Mr Wafer also advised that the new bus station would include public toilets and would have additional security for the safety and comfort of patrons. Mr Wafer advised that he welcomed everyone's views on the architecture of the new building, however the top priority for the Council would all be about the service which is delivered. Mr Wafer felt that this sort of scheme is judged too heavily on appearance as opposed the service delivered. Mr Wafer also explained that the County Council would work together with disability partnerships to ensure access for all is top priority also.

Mr Wafer also advised that the building may also include a green wall to the exterior.

The Chair thanked Mr Wafer for his presentation and asked about the timescales of the project. Mr Wafer advised that the County Council were welcoming comments over the next few weeks with a view to submitting a planning application for the works, for the works to begin in May and for this to be completed within a 12-month period.

Cllr V Ashfield asked whether the County Council had already selected an architect to work on the scheme and if the architect had submitted suggestions. Mr Wafer advised that no architect had been selected to date and that the new architect would be given a brief to work from.

Cllr V Ashfield asked whether the County Council had considered opening this up to a competition for architects to submit their designs of a new bus station. Mr Wafer advised that this would take too long and also increase the costs of the project so this idea had been discounted.

Cllr J Elmer asked whether the Council and local residents would be able to see the design plans of the building in draft. Mr Wafer advised that they would be able to.

Cllr E Ashby asked whether there were opportunities for residents to suggest amendments to the draft plans. Cllr E Ashby advised that the bus station was used by residents in villages outside the area and this was as much their bus station as it is for those of the City and everyone ought to be given the chance to comment on the plans. Mr Wafer advised that the plans would be subject to the usual planning application procedures where residents of Durham would be able to give their views on this.

Cllr R Ormerod asked about the issue of the toilets. He advised that he had been to other public toilets in different areas of the North East and found that those toilets where you are charged to enter are very often in the best condition. Cllr R Ormerod felt that this ought to be the same for the new bus station. Mr Wafer advised that this is one line of thought the County Council were taking.

Cllr V Ashfield advised that she felt the idea of a green wall to the exterior of the building was a great idea and would be a welcome addition to North Road.

Cllr V Ashfield also advised that she felt that more female toilets were needed than male toilets given that very often women were having to queue to gain access to the toilet. Cllr V Ashfield also advised that she felt that the bus station needed a family waiting area so that families and young children weren't experiencing any anti-social behaviour which may occur in the bus station.

Cllr D Freeman advised that he felt that the building ought to be carbon neutral and that solar panels ought to be included in the roof for energy efficiency. Cllr D Freeman advised that the roof should also be visually acceptable.

Poppy (member of the public) advised that she had seen some public toilets with UV lighting to avoid potential drug use taking place in public toilets.

Ann (member of the public) advised that she hoped that the re-building of the new bus station would not make life difficult for pedestrians in Durham who were already having to cope with a lot of other development in the City centre.

Ann also advised that she had been to some public toilets, such as in Sunderland, where there is no charge for usage and they were in a very good state.

Ann also advised that she hoped the design of the new building would be in harmony with the rest of North Road where there were some very nice old buildings such as the water house opposite the proposed location of the new bus station.

Cllr G Holland advised that he felt that the current station had no sense of management and that Durham County Council needed to have a bus centre manager to ensure the security and comfort of users of the new station.

The Chair thanked Mr Wafer for his time and coming to speak with the Parish Council. Mr Wafer left the meeting.

2. Apologies for absence

Apologies for absence were received and approved by Council for Cllr M Ross

3. Declarations of Interest

Cllr A Doig declared an interest in Items 14 and 17. Cllrs E Scott and L Brown declared an interest in item 14.

4. Public participation

The Chair advised that she was aware of one member of the public coming along later to the meeting to raise an issue with the Parish Council and therefore this item was deferred until later on in the Agenda.

When this item was discussed, the Chair welcomed Kathryn Banks to the meeting who advised that she was horrified by the decision that the County Planning Committee had taken on the proposed new County headquarters. Ms Banks advised that she had written to UNESCO on this, given the impact the proposed new scheme would have on the World Heritage Site in Durham. Ms Banks also advised that she would be submitting a letter of complaint to the County Council and thereafter (if unsuccessful) to the Local Government Ombudsman about the process by which the decision on the new HQ was made.

Mr Peter Carey also asked for the Parish Council's support in relation to the new licensing application of Barrio Comida. Mr Carey advised that he had serious concerns about the impact the proposals would have on nearby residents. Cllr L Brown as Chair of Licensing advised that she would provide an update on this during the Committee updates.

5. Approval of the draft Minutes of the Council meeting held on 28th February 2019.

The Minutes of the Council meeting held on 28th February 2019 were unanimously accepted as a true and accurate record of proceedings.

6. Committee updates

Updates were provided from the Environment, Finance, Licensing and Planning Committees as follows:

Planning Committee

Councillor R Cornwell provided an update on behalf of the Parish Council Planning Committee. Cllr R Cornwell provided a report on the DCC County headquarters move and advised that the Parish Council were currently awaiting a reply from the Secretary of State as to whether or not the application would be called in. Cllr R Cornwell advised that no decision could be taken as to the next steps until the Parish Council hears back from the Secretary of State on this.

Cllr E Scott thanked Cllr R Cornwell for such a comprehensive report and advised that she would look to call an extraordinary meeting of the Parish Council to decide on next steps following notification either way from the Secretary of State.

A member of the public asked when the Parish Council were likely to hear back on this matter. The Clerk advised that the Parish Council had expected a response by the 26th March however had received notification from the Secretary of State's adviser that the decision on this would be delayed.

Environment Committee

Cllr V Ashfield provided an update on behalf of the Environment Committee to the Full Council.

Cllr V Ashfield advised that the Committee were steadily working on their Clean and Green priorities with the team at Durham County Council and would very shortly be submitting proposals to the Full Parish Council on spending commitments.

Cllr V Ashfield also advised that the Committee were working on progressing the idea of contracting the services of an environmental enforcement officer to carry out enforcement on littering etc. in Durham City.

Cllr V Ashfield also advised the Committee had met with Andrew Jackson of Durham County Council and were recommending that the Parish Council partner with the Durham in Bloom scheme this year and purchase a bishop's mitre floral display for Durham City centre.

Councillors voted on the recommendation and unanimously **agreed** to the purchasing of the bishop's mitre.

Licensing Committee

Councillor L Brown provided an update on behalf of the Licensing Committee to the Full Parish Council.

Cllr L Brown advised that the Committee had objected to the Former Walkabout application and also advised Mr Carey that the Committee had also submitted an objection to the Barrio Comida application and that she would be happy to provide Mr Carey with a copy of the Licensing Committee's objection.

Cllr L Brown also advised that the Licensing Committee had objected to the recent application from Outstanding Art Ltd.

Cllr E Ashby advised that the hearing in Spennymoor on the Former Walkabout application needed public backing.

Cllr V Ashfield advised that she had spoken with students in the nearby vicinity of the Former Walkabout and that they were complaining about noise levels in the area.

7. Update from Chair.

The Chair provided a verbal update to Full Council on matters arising since the Full Parish Council meeting on 28th February.

The Chair advised that she had instructed the Clerk to organise a photographer to come and take photographs of Councillors to be included on the Parish Council website and to create a "who we are" notice for the noticeboards in the Parish.

Cllr J Ashby asked if Councillor contact details could be added to the website so local residents could get in touch. The Clerk advised that, at present, members of the public get in touch directly to the Clerk via the website and this is then passed to the relevant Councillor. The Clerk advised that the new .gov.uk e-mail addresses would soon be ready and would be put on the website for members of the public to be able to contact Councillors directly.

The Chair also requested that the Clerk organise a Councillors training session on Parish Council protocols through CDALC for all Parish Councillors. This was unanimously agreed by the full Council.

The Chair reminded Councillors that the grant funding window would be opening from 1st April as agreed at a previous meeting and that applications for funding were encouraged from organisations.

The Chair also confirmed that Durham County Council had confirmed receipt of the Parish Council representation on the Pre-submission draft of the County Durham Local Plan.

The Chair also advised that she had invited Arthur Lockyear to the June Full Council meeting to speak with the Council about the Remembrance Day parade and also invited other suggestions for guest speakers.

Cllr E Ashby asked if the local MP had been invited to a Full Parish Council meeting. The Chair advised that she has a meeting in her diary with the local MP and would invite her to a meeting then.

Cllr J Ashby asked about the office situation. The Chair advised that this was still being pursued with the County Council and that she hoped to have an update for Full Council very soon.

Cllr E Ashby asked whether the Parish Council logo agreed at the last Full Council meeting had any conditions attached to it. The Chair advised that the Clerk was looking into this further.

8. HMO occupancy within the Parish

Cllr A Doig provided a verbal report to Full Council on the issue of HMOs within the City of Durham Parish. Cllr Doig felt that the Parish Council should look into gathering its own data on HMOs in the Parish by potentially employing someone for a period of between 6-12 months to carry out a professional review of the situation. The intention being to influence some of the key decision-making being taken by the County Council.

Cllr A Doig advised that he had intended to pursue this with a PHD student he was aware of but to date had not moved this forward due to the student's availability.

Cllr J Ashby advised that the method of using the council tax register to identify HMOs was defective.

Cllr G Holland advised that he felt there is a problem of landlords paying Council tax but not declaring the property as a HMO.

Cllr L Brown felt that every student HMO ought to be registered with the local authority.

Cllr J Elmer advised that he felt that the Parish Council ought to put pressure on the County Council to amend their methodology of recording the HMO data, as the current system was defective.

9. Notice board in Market Place

Cllr A Doig provided a verbal report to the Full Council on the issue of a notice board in Market Place or in the Town Hall ground floor.

Cllr A Doig advised that the intention was to provide residents and visitors of the City with more information about what was happening in the Parish.

It was **agreed** that both the Clerk and Cllr A Doig ought to investigate this further and report back to Full Council.

10. Motion to Durham County Council on proposed new bus station.

Councillors considered the proposed response put together by Cllr V Ashfield and Cllr E Ashby in relation to Durham County Council's invitation for comments on the new bus station.

Cllr G Holland advised that he felt that the motion was long and ought to read "the City of Durham Parish Council welcomes Durham County Council's consultation for seeking ideas for the new bus station. It asks the Clerk to write to the County Council submitting proposals based on, but not limited to, the views expressed below concerning the future structure and security of this new station and its impact on North Road". The Clerk explained that this was not an amended motion but rather a confirmation of the decision required as set out in the report. The Clerk advised that this was a proposed response to DCC on the bus station and the decision required was to agree to this. The Council unanimously agreed the response subject to the addition that the new building have some environmental design accreditation attached to it.

11. Motion to congratulate Durham Women FC

Cllr R Ormerod advised that he felt that the Council ought to congratulate the Durham Women FC team on reaching the quarter finals of the Women's FA cup.

It was unanimously **agreed** to congratulate the team on their success and for promoting football in Durham.

It was **agreed** to defer the decision to hold a civic reception for the team.

12. City of Durham Parish Council Strategy 2019/20

The Chair advised that she had requested the Clerk to formulate the strategy document following the October 2018 Council strategy session, where all Councillors were invited to give their views on a strategy for the Parish Council.

Cllr S Cahill advised that he felt that the document ought to be accompanied by KPIs. The Chair advised that she felt that it may be too early to do this.

Cllr A Doig proposed that the strategy document be accepted as a draft for the purposes of the grant awards, where applicants are asked to align their application with the Council's key objectives and also for the purposes of the Annual Parish meeting in May, where members of the public could give their views on this.

Cllr G Holland advised that he would like to thank the Clerk for an excellent piece of work.

Cllr V Ashfield advised that she felt that this document ought to have been dealt with through a working party, however she was happy to accept Cllr A Doig's proposal of this being adopted as a draft.

It was **agreed** to adopt the City of Durham Parish Council Strategy 2019/20 as a draft. One Councillor abstained from the vote.

13. DCC Consultation on polling districts, places and stations.

Councillors considered their response to the consultation on polling districts, places and stations. Cllr R Cornwell highlighted that the area covering Mount Oswald, the Farewell Hall and the Roundhaven developments would give something in the region of 700 voters and therefore provision ought to be considered for these areas.

Cllr R Cornwell also felt that the polling station at St Mary's College ought to be reinstated (previously a polling station).

Cllr R Cornwell also highlighted that there were no polling stations in the City of Durham Parish area North of St Leonards School.

It was **agreed** that the Clerk and Cllr R Cornwell should work together in formulating the Parish Council's response to the consultation and circulate this to Members for their comments.

14. Section 106 consultation – Sheraton Park

The Council considered the application by the Sheraton Park residents association for works to the playing fields.

It was **agreed** to support the application for section 106 funding for the purposes as set out in the application. Two Councillors abstained from the vote.

15. Climate emergency resolution

Cllr J Elmer presented a proposed resolution to the Parish Council on the emergency of climate change and felt that the Parish Council ought to undertake every possible action to becoming a carbon-neutral organisation by 2030.

Cllr J Elmer expressed disappointment that the County Council had chosen to push the date for them to become Carbon-neutral until 2050.

It was unanimously **agreed** to adopt the climate emergency resolution.

16. Date of next meeting

The Chair advised that the date of the next meeting would be on 25 April, to be held in the Lantern Room of Durham Town Hall.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

17. City of Durham Parish Council Good Citizen Award.

Members considered all nominations as submitted to the Clerk for consideration for the Good Citizen 2019 Award.

Members then held a secret ballot and voted for their preferred recipients of the Awards. The Clerk announced that the winners of the Award for 2019 were Jennifer Thompson, Colin Wilkes, Dennis Jones and Douglas Pocock.

There being on further business, the Chair thanked everyone for their attendance and closed the meeting.

Signed,

Chair of City of Durham Parish Council.
25 April 2019

CITY OF DURHAM PARISH COUNCIL

Minutes of an extraordinary meeting of the City of Durham Full Parish Council held on Thursday 10th April 2019 at 18:30 in the Lantern Room, Durham Town Hall, Market Place, Durham. DH1 3NJ.

Present:

Cllr E Scott in the Chair

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, S Cahill, R Cornwell, R Ormerod, M Ross and G Holland

19 members of the public.

18. Apologies for absence

Apologies for absence were received and approved by Council for Cllrs L Brown, A Doig, D Freeman and C Reeves.

19. Declarations of Interest

None received.

20. Public participation

The Chair thanked members of the public for attending the meeting and invited questions.

Janet George (member of the public) advised that she was attending the meeting as a representative of the SNCF group. Mrs George advised that she was opposed to the move of the County Headquarters and she hoped that the Parish Council would continue the fight against the scheme. Mrs George advised that she felt that the process by which the County Council had arrived at the decision on the HQ was poor and also advised that the SNCF would do anything it could to support the Parish Council in its fight against the new HQ.

Mrs Johnson (member of the public) thanked the Parish Council for representing residents on this important issue and urged Councillors to continue the fight against the move. Mrs Johnson felt that this is the biggest issue facing the Parish and there could be no better use of Parish Council funds than to challenge the decision.

Poppy (member of the public) advised that she would like to reiterate the thanks and support expressed by other members of the public and advised that 98% of the market traders were in support of the Parish Council's position on this issue. Poppy also advised that she had received correspondence from Kathryn Banks who also advised that she felt that legal action was needed.

Rosemary (member of the public) advised that she was very concerned at the potential loss of 65 trees and 4 groups of trees as part of an application to support the County HQ move and she urged the Parish Council to do something about this urgently.

The Clerk advised Rosemary that the particular application she was referring to was an item for discussion on the Parish Council Planning Committee meeting on Friday.

Elaine (member of the public) thanked the Parish Council for their work on this issue to date and representing the view of the vast number of people not just within Durham City but more widely across the region and beyond who were opposed to the move. Elaine advised that she felt that the application had been pre-determined, with Councillors reading out prepared statements at the 5th March County Planning Committee where the application was approved. Elaine advised that she was considering a complaint to the County Council and, if unsuccessful, to the Local Government Ombudsman over the way in which the decision was taken.

The Chair thanked members of the public for attending and for letting the Parish Council know their views on the matter. All members of the public left the room at this point.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

4. Durham County Council Headquarters Move

Councillors considered next steps to take in relation to the County HQ move, following a report from Simon Kelly of Richard Buxton Solicitors.

It was unanimously **agreed** to instruct Richard Buxton Solicitors to begin the process of seeking a judicial review on the decision of the new County HQ. Members agreed to suspend Standing Orders in relation to seeking three quotations for this work, owing to the current solicitors' extensive knowledge of the case.

It was unanimously **agreed** to instruct the Clerk to investigate further the crowdfunding options for the legal challenge against the HQ move.

There being on further business, the Chair thanked everyone for their attendance and closed the meeting.

Signed,

Chair of City of Durham Parish Council.
25 April 2019

City of Durham Parish Council

Minutes of Planning Committee meeting held at 15:00 pm on Friday 15th March 2019 in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET

1. Welcome and apologies:

Present: Cllrs R Cornwell (Chair), J Ashby, V Ashfield, L Brown, J Elmer and G Holland.

Also present: Ged Lawson and Parish Clerk Adam Shanley

Apologies: Cllr C Reeves

2. Declarations of interest: No declarations of interest received from Members.

3. Minutes of the Meeting on 1st March 2019: agreed as a correct record.

4. Trees and hedges in the City: discussion with Ged Lawson

The Chair welcomed Ged Lawson, DCC Landscape Architect, to the meeting. The Chair advised that Mr Lawson had been invited along to the planning committee meeting following a number of concerns with recent planning application which had involved the felling of trees and Members were concerned about the cumulative impact of this activity.

Mr Lawson began his remarks by stating that, at present, although there is a County woodland tree strategy, there is no tree strategy for the city centre. Mr Lawson advised that in planning the County Council will always look to mitigate the felling of trees wherever possible or otherwise issue a tree preservation order on trees of particular value. However, at present, there is no long-term plan about the location or management of trees in the city centre.

Cllr J Ashby advised that the Neighbourhood Plan being worked on did not go as far as identifying trees of value and views, however there is no reason why this should not be raised as a suggestion during the forthcoming public consultations.

Cllr V Ashfield said that she was surprised there was no city centre strategy for trees. Mr Lawson responded saying that this matter was recently the subject of a Government consultation looking into local accountability for tree felling in streets. The results of the consultation were still being drawn up by Government.

Mr Lawson advised that the Parish Council may wish to take a lead in pushing such a strategy forward. Cllr J Elmer advised that he felt this is work which ought to be led by the County Council but which the Parish Council could work together with DCC on.

Cllr L Brown advised that she was concerned about the cumulative effect of tree felling from a number of applications on the city centre.

The Clerk asked whether the County Council has a policy of planting a new tree wherever another is felled so as to mitigate from the environmental impact of the felling. Mr Lawson advised that the pre-submission draft County Durham Plan specifies taking a pragmatic approach to tree felling and it wasn't as simple as a being a matter of numbers alone but rather entailed better management of where trees ought to be located too.

Cllr G Holland advised that he was concerned once plans were approved, trees marked for preservation were being removed by developers and the County Council had no teeth to deal with this sort of activity. He advised that he felt there was no policy dealing with the protection of trees which had sufficient teeth to combat non-permitted felling.

Cllr J Ashby advised that the Neighbourhood Plan started with joint work with the County Council's Design and Conservation Officers to identify important features of the buildings in each character area and it had been important to include the community in doing this. Cllr J Ashby advised that he felt that a supplementary planning document identifying important tree groups as part of the character of each area and the corresponding tree protection and enhancement measures could accompany the Neighbourhood Plan to help give greater management of trees in the city centre.

Mr Lawson advised that he was happy to work with the tree conservation team at DCC to survey public trees.

It was **agreed** that Mr Lawson would speak with the tree conservation team to look into this matter further and the Clerk would circulate a copy of the Government consultation on trees.

Cllr J Ashby advised that all members of the Planning Committee should look at the Government consultation document and at the Pre-submission draft of the Durham Local Plan to see what each said about protecting trees.

It was **agreed** that the work would sit within the planning committee to set up a supplementary planning document on trees.

The Chair thanked Mr Lawson for his time in coming to speak with the Parish Council planning committee and Mr Lawson left the meeting.

5. Public participation – no representations were received from the public.

6. Matters arising

Councillors were asked to approve the following responses (for text of letters see parish web site):

DM/18/03785/FPA | Erection of 4 dwellings | Land To The Rear Of 63 Crossgate Durham DH1 4PR

DM/19/00442/FPA and **DM/19/00443/LB** | Replacement of existing extension and minor internal alterations | 22 Allergate Durham DH1 4ET

The Clerk advised that he had not yet received the formal text for these applications to submit to the website. It was agreed that Cllr G Holland would provide the Clerk with the representation on application DM/18/03785/FPA and that Cllr R Cornwell would provide the representation on application DM/19/00442/FPA and DM/19/00443/LB to the Clerk.

The Clerk advised that he had contacted the Head of Planning to seek feedback on planning application outcomes as requested by the committee on 1st March and these had been circulated for this week and this would be done going forward.

Cllr J Ashby reported that DM/18/02975/FPA and DM/18/02976/FPA: Proposals for a total of 49 Class C3 studio apartments (60 residential bed spaces) at William Robson House, Claypath, Durham City for Hillcrest NW Ltd) had been unanimously

rejected at the Central and East Planning Committee in line with the Parish Council's objection.

7. Oversight of the work of the Neighbourhood Plan Working Party

Cllr R Cornwell advised that the County Council had now updated the map on their website indicating the designated area of the Neighbourhood plan. It was envisaged that a copy of the draft plan would come to the Parish Council planning committee meeting on 12th April for amends and an agreed copy would go to Full Council in April as a recommended plan for the Full Council to adopt.

Cllr J Ashby recommended that the current copy of the plan be circulated electronically to all Members of the Parish Council for them to consider. The Clerk agreed to do this. It was also agreed that 1 hard copy would be printed of the plan in its current form in case any Members needed a non-electronic version too.

8. Consideration of the following planning applications

DM/18/03592/FPA | New shop front and awnings | 20 The Riverwalk Millburngate Durham DH1 4SL. It was **agreed** to note this application.

DM/18/03593/AD | Proposed non-illuminated fascia, hanging and window decall signage | 20 The Riverwalk Millburngate Durham DH1 4SL. It was **agreed** to note this application.

DM/18/03733/LB and **DM/19/00198/FPA** | Shopfront alteration to provide new entrance door and access to first floor. Window replacement. Internal alterations. | Post Office 33 Silver Street Durham DH1 3RE. It was **agreed** to note this application.

DM/19/00371/FPA | Change of use from C3 dwelling house to HMO *Sui Generis* (Student Accommodation) | Corner House Potters Bank Durham DH1 3PS (held over from 1 March meeting). Concern was expressed about the level of HMOs in the area already. It was **agreed** to object to this application. Cllr J Elmer to draft the objection.

DM/19/00542/LB | Brick/Stone/Window Restoration, Re-pointing, Re-Render, Re-roofing, Localised Gutter Replacement and Associated Works
8 And 8A South Bailey Durham DH1 3EE. It was **agreed** to note this application.

DM/19/00564/FPA | Change of use from C3 dwelling to C4 house in multiple occupation and two storey rear extension | 18 Boyd Street Durham DH1 3DP. It was **agreed** that Cllr Brown draft an objection to object to this application and also for this application to be called in to the Central East County Planning Committee if the officer is "minded to approve".

DM/19/00581/LB | 1no metal plaque and 1no non-illuminated hoarding sign | North Platform Railway Station Approach Durham DH1 4RB. It was **agreed** to note this application.

DM/19/00583/FPA | Change of use from home C3 to student accommodation C4 | 55 Hastings Avenue Durham DH1 3QG. It was **agreed** to note this application.

DM/19/00593/FPA | Part demolition of existing two storey rear extension, two storey rear extension, extension sun room., attic conversion, part conversion of

existing garage and additional car parking space to front | 14 The Grove North End Durham DH1 4LU. It was **agreed** to note this application.

DM/19/00635/FPA | Erection of first floor extension above existing kitchen to rear of dwelling | 6 Rhodes Terrace Nevilles Cross Durham DH1 4JW. It was **agreed** to note this application.

DM/19/00639/LB | Internal and external alterations to facilitate infrastructure and cable route updates (amendment to DM/18/02737/LB) | Durham University University College Durham Castle Palace Green Durham DH1 3RW. It was **agreed** to note this application.

DM/19/00643/AD | Printed vinyl advertisement on external glass of this empty unit | Marks And Spencer 4 - 6 Silver Street Durham DH1 3RB. It was **agreed** to write a letter of support for this application. The Clerk agreed to draft this.

DM/19/00649/FPA | Change of use from a C4 house in multiple occupation to a 7 bedroom HIMO with a wrap round single and 2 storey and external alterations | 51 Whinney Hill Durham DH1 3BD. It was **agreed** to object to this application. Cllr J Ashby to agreed to draft the objection.

DM/19/00650/FPA | Two storey side extension, single storey front and rear extension and replacement rear storage building | 30 Toll House Road Crossgate Moor Durham DH1 4HU. It was **agreed** to object to this application. Cllr V Ashfield agreed to draft the objection.

DM/19/00672/FPA | Demountable Building | East Durham And Houghall Community College Houghall Durham DH1 3SG. It was **agreed** to note this application.

DM/19/00701/FPA | New Entrance Lobby with Reception and Waiting Area | Durham High School For Girls South Road Durham DH1 3TB. It was **agreed** to note this application.

DM/19/00719/FPA | Erection of extension to side of dwelling | 2 St Nicholas Drive Durham DH1 4HH. It was **agreed** to note this application.

Cllr R Cornwell made the general observation once applications on the Agenda had been considered by all Members that applications for change of use from C3 to C4 is clearly an endemic problem for the Parish, given the level of applications we receive.

9. Notification of Appeal for DM/18/03418/FPA: 24 Mistletoe Street

Cllr R Cornwell reported that the deadline for the appeal was the 22nd March and that, following review from Members, he would advise the Clerk to submit the proposed rebuttal letter on this accordingly.

10. Pre-Submission Draft of the County Durham Plan

The Clerk reported that he had received confirmation of receipt of all representations made by the Parish Council on the Pre-submission draft of the Durham Local Plan, without any issues.

The Committee again thanked Cllr J Ashby for his work on formulating the Parish Council's response to the Pre-submission draft of the Durham Local Plan.

11. Proposed new County HQ on the Sands.

The Clerk reported that the deadline for the Secretary of State to respond to the call-in request on this application was the 26th March, however the decision on this may be taken sooner than this date or indeed after; in either circumstance the Parish Council would be notified accordingly.

At this point in the meeting, Cllr J Ashby proposed suspending Standing Orders in relation to the length of the meeting being limited to two hours so as to allow for further discussion. This was unanimously **agreed** by the Committee.

Cllr R Cornwell also reported that over 3,000 had now signed a petition to have the application called in by the Secretary of State. The Clerk advised that it was as yet unclear whether these additional representations would mean that the decision on the call-in would be put back to allow sufficient time for consideration.

Cllr J Ashby advised that he felt that Richard Buxton Solicitors ought to be contacted to seek advice on what further options were available to the Parish Council and others should the Secretary of State decide not to call in the application. The Clerk agreed to contact Richard Buxton Solicitors accordingly.

Cllr J Ashby also advised that the organiser of the petition had recently been contacted about a potential meeting in relation to the proposed HQ move. It was **agreed** that Cllr V Ashfield should also seek to attend this meeting.

12. Dates of future meetings.

29 March 2019 - 14.00 to 16.00 hrs – Alington House

12 April 2019 - 14.00 to 16.00 hrs – venue to be confirmed

There being no further business, the Chair closed the meeting.

Signed,

Roger Cornwell

Chair of Planning Committee

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 29th March 2019 in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET

1. Welcome and apologies:

Present: Cllrs R Cornwell (Chair), J Ashby, V Ashfield, L Brown, G Holland and C Reeves.

Also present: Parish Clerk Adam Shanley and 8 members of the public

Apologies: Cllr J Elmer

2. Declarations of interest: Cllr J Ashby declared an interest in application DM/19/00753/FPA.

3. Minutes of the Meeting on 15th March 2019: agreed as a correct record.

4. Public participation

Cllr R Cornwell welcomed all members of the public present. All members of the public present advised that they were in attendance to make a representation on application DM/19/00753/FPA.

Cllr R Cornwell advised that each member of the public had 3 minutes to speak and took each representation accordingly:

Francis Gotto advised that he would be submitting an objection to the plans on the grounds that the existing building had significant heritage value for Durham City and he was concerned about the loss of this. Mr Gotto also advised that the documents included as part of the plans were incorrect. Having researched the background of the building himself, Mr Gotto had discovered that this building was part of Chester Manor and, though it had been used for many different purposes over the years, it had originally been constructed as a brewery. Mr Gotto advised that he believed that the building had significant architectural and visual appeal and ought to be preserved as part of the heritage of the City. Mr Gotto advised that he was seeking to have the building listed as a community asset.

Mr Gotto also expressed concern that the plans seemed to have extended the boundary of the site and seemed to include a public footpath.

Mr Grotto also expressed concern that he felt that these properties would soon become student lets.

Edward Ranns also advised that he would be objecting to the plans. Mr Ranns advised that his property was situated very near to the former RWD Motor Body repairers building. Mr Ranns expressed concern that the new proposed boundary of the plans actually went into the boundary of his own property.

Mr Ranns also expressed concern that the plans basically amounted to a demolition and an increase in density to 7 four-storey units.

Mr Ranns also advised that he would be objecting to the loss of a number of trees (18 in total) as part of the plans and was also concerned at the loss of the view on to the Cathedral and the Castle from his own property.

Mr Ranns felt that it set a dangerous precedent to allow an historical building such as this to fall into disrepair to justify their demolition and redevelopment, at the cost of a loss of an historical building.

Val Standen confirmed that the Flass Vale group would be submitting an objection on the grounds of the proposals' impact on the local nature reserve and the loss of 18 trees. The plans also impacted on the part of Flass Vale which sat within designated greenbelt.

Tom Crookes advised that he would be objecting to the plans. Mr Crookes advised that he lived very near to the building and was concerned about the loss of light to his own property if the plans were to go ahead. Mr Crookes advised that an increase in size would mean that the building could be seen from other streets and this could have an impact on views within the area.

Mr Crooke expressed concern at the loss of visual amenity and felt that the historic building ought to be preserved.

Mr Crooke also felt that the development would be contrary to local plan policies. Mr Crooke also felt that the geology of the site was a major issue as the land was very sandy.

Irene Orton expressed concerns at the plans and advised that she too would be objecting to the proposals. Ms Orton expressed concern about the poor foundations of the area and advised that she had cracks in her own property, based close to the site, from previous works going on nearby.

Celia Till also advised that she would be objecting to the plans and felt that there were many grounds on which to object to the plans, not least the need to preserve an historical building in Durham. Ms Till felt that the heritage statement included as part of the plans was flawed.

Clare Wright advised that she was deeply concerned by the plans and would also be submitting an objection. Ms Wright advised that she was concerned at the possibility of drilling taking place and vibrations in the ground occurring as a result. Ms Wright advised that her own ceiling had collapsed following other works which took place next to her property.

Ms Wright also advised that she felt that the plans for the new units was terrible, with no Victorian features included as part of the designs at all. Ms Wright advised that she did not feel these would be desirable properties to purchase and was concerned these would very swiftly become student lets.

Ms Wright also expressed concern at the loss of trees as part of the development. Ms Wright advised that she was aware of owls nesting in the trees and she felt that this ought to be a strong case for objection.

Ms Wright also expressed concern about rodents and felt that there needed to be some vermin control to the site. Ms Wright felt that the building being allowed to fall to ruin was unacceptable.

Cllr L Brown advised that she would be calling the application to Committee. Cllr G Holland also felt that the Parish Council ought to call this to Committee too.

Cllr L Brown expressed concern about the parking situation as part of the plans. Currently the provision was inadequate with only 4 spaces proposed as part of the plans.

Cllr J Ashby proposed that the Parish Council object to the plans, this was seconded by Cllr V Ashfield and agreed unanimously by the Committee.

Cllr R Cornwell thanked the members of the public for their attendance. All members of the public left the meeting.

5. Matters arising

Councillors were asked to approve the following responses (for text of letters see parish web site):

DM/18/03418/FPA | Rebuttal letter re this appeal for 24 Mistletoe Street Durham DH1 4EP

DM/18/03785/FPA | Erection of 4 dwellings | Land To The Rear Of 63 Crossgate Durham DH1 4PR

DM/19/00371/FPA | Change of use from C3 dwelling house to HMO Sui Generis (Student Accommodation) | Corner House Potters Bank Durham DH1 3PS

DM/19/00442/FPA and **DM/19/00443/LB** | Replacement of existing extension and minor internal alterations | 22 Allergate Durham DH1 4ET

DM/19/00564/FPA | Change of use from C3 dwelling to C4 house in multiple occupation and two storey rear extension | 18 Boyd Street Durham DH1 3DP

DM/19/00643/AD | Printed vinyl advertisement on external glass of this empty unit | Marks and Spencer 4 - 6 Silver Street Durham DH1 3RB

DM/19/00649/FPA | Change of use from a C4 house in multiple occupation to a 7-bedroom HIMO with a wrap round single and 2 storey and external alterations | 51 Whinney Hill Durham DH1 3BD

DM/19/00650/FPA | Two storey side extension, single storey front and rear extension and replacement rear storage building | 30 Toll House Road Crossgate Moor Durham DH1 4HU

The Clerk reported that the Environment Committee had recently met with the Durham County Council Officers who submitted the application for **DM/19/00643/AD** and they were grateful of the Parish Council's support on this.

The Clerk also asked if, when circulating draft responses, Members could only copy him into the final version of the response to cut down on e-mail traffic. Members agreed to this.

6. Oversight of the work of the Neighbourhood Plan Working Party

Cllr R Cornwell advised that he had recently acquired a public services mapping agreement, which illustrated areas on maps very clearly. Cllr R Cornwell also advised that he now had a list of the properties in each area which would hopefully inform planning decision making and allow for more informed decisions to be reached on individual applications.

Cllr R Cornwell also advised that the Working Party had also formulated the "Moving Forward" document and it was hoped that two representatives may be able to attend a future Full Parish Council meeting to present this to the Parish Council.

Cllr R Cornwell also reminded Members that the aim was to have a draft of the Neighbourhood Plan for the 12th April Planning Committee meeting and thereafter at the April Full Council meeting.

Cllr J Ashby advised that he would also like to see the extension of an Article 4(1) Order to control the replacement of original wooden windows with uPVC windows

in Claypath/Gilesgate, as is the case in Crossgate. Cllr R Cornwell recommended that Cllr J Ashby put a motion before the Full Council in April on this. Cllr J Ashby agreed to this.

7. Consideration of the following planning applications:

DM/19/00637/VOC | Amendment to opening hours from 12.00 - 14.00 and 17.30-23.00 Tuesday to Sunday to 11.00 - midnight on Monday to Sunday. (Amendment to condition 11 on planning permission 4/03/01178/FPA) | Lebaneat 47 North Bailey Durham DH1 3ET. It was **agreed** to submit a representation to this application with a condition that the opening hours be limited to a closing time of 11pm. Cllr R Cornwell advised that he would draft this representation.

DM/19/00706/AD | 2No Non-Illuminated Fascia Signs and 6No Window Vinyls | 46B High Street Durham DH1 3UL. It was **agreed** to note this application.

DM/19/00753/FPA | Demolition of industrial buildings and construction of 7 townhouses | Former R W D Motor Body Repairers Back Western Hill Durham DH1 4RG. It was **agreed** to submit an objection to this application on the grounds discussed under public participation. Cllr G Holland agreed to draft the representation.

DM/19/00762/LB | Installation of secondary glazing and secondary doors, new AV equipment and associated services. Access control fittings to doors | Divinity House Palace Green Durham DH1 3RL. It was **agreed** to note this application.

DM/19/00813/AD | Various advertisements comprising 2no. wall mounted signs, 9no. pedestrian and vehicle wayfinding signs and 8no. cycle parking/cycle route signs | Durham University Lower Mountjoy Teaching and Learning Centre South Road Durham DH1 3LS. It was **agreed** to note this application.

DM/19/00866/FPA | Change of use of a C3 dwelling to be used as either a C3 dwelling, or a small HMO Class C4 | 28 Douglas Gardens Merryoaks Durham DH1 3PU. It was **agreed** to defer a decision on this application.

DM/19/00868/AD | Illuminated Fascia Sign and Non-Illuminated Window Vinyl Sign | Unit 6 1 - 4 North Road Durham DH1 4SH. It was **agreed** to note this application.

DM/19/00897/TPO | Felling of 1no. Willow (T15) | St Cuthberts Hospice Park House Road Durham DH1 3QF. It was **agreed** to note this application.

DM/19/00914/FPA | Replacement windows, render to all elevations, single storey rear extension and internal alterations | 13 Springfield Park Durham DH1 4LS. It was **agreed** to note this application.

8. Proposed new County HQ on the Sands.

The Clerk provided an update on the situation regarding the proposed move of DCC's HQ to the Sands. The Clerk advised that at present the Parish Council were still awaiting confirmation on whether or not the Secretary of State would call in the application. How the Parish Council wished to act thereafter would depend on the outcome of the Minister's decision.

9. Tree works

Cllr V Ashfield provided an update on the situation of the tree works in relation to application **DM/18/01126/TCA** | Removal of Tree T2321 & T2320 identified on the Tree Survey Plan. | Kepier House The Sands Durham DH1 1BW.

Cllr V Ashfield advised that she was concerned that the trees are earmarked for felling. Cllr L Brown advised that she would check on this and would attempt to place a Tree Protection Order (TPO) on the tree(s).

10. Dates of future meetings.

12 April 2019 - 14.00 to 16.00 hrs -venue to be confirmed

26 April 2019 - 14.00 to 16.00 hrs - venue to be confirmed

There being no further business, the Chair closed the meeting.

Signed,

Roger Cornwell

Chair of Planning Committee

Invitation for comments on the market traders' permit area.

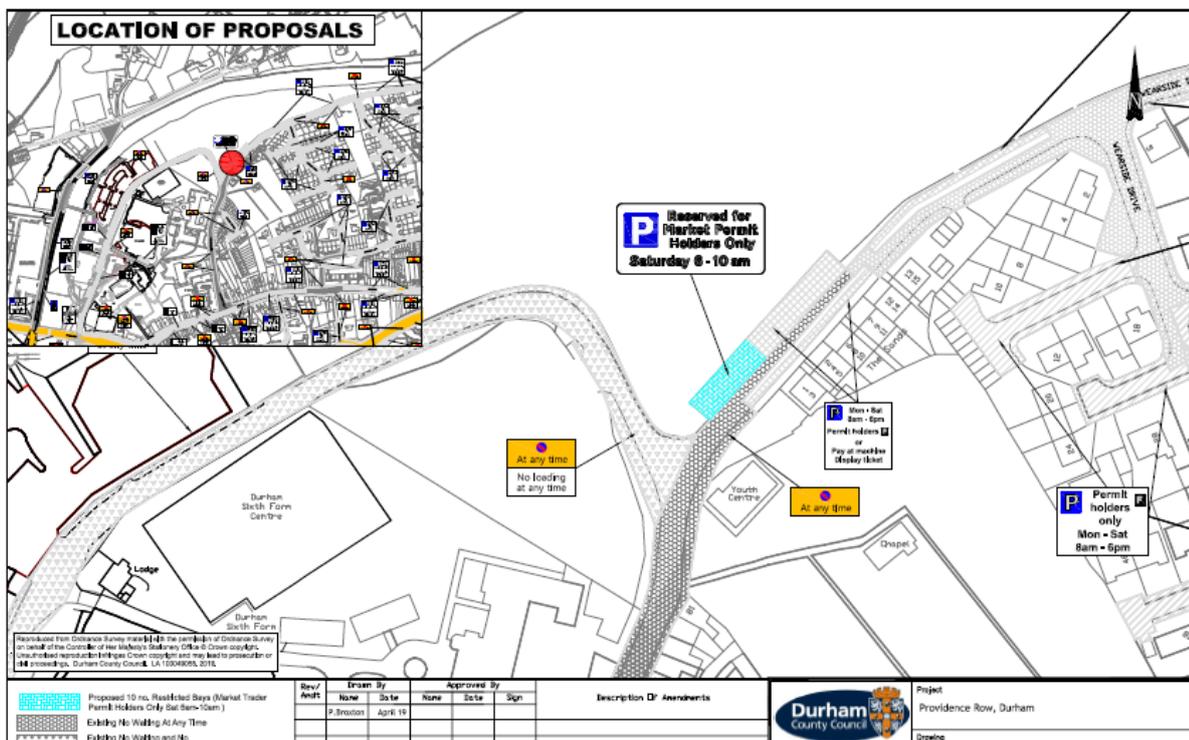
Councillors are reminded that the Clerk recently sent out a communication received from DCC in relation to proposals for the introduction of reserved restricted bays for 'Market Permit Holders Only Saturday 6am-10am'.

This is proposed to take effect on the closure of The Sands car park, which is where the current Market vehicles park (pay and display).

They cannot access the multi-storey car parks due to their height restrictions and will require a location to park on Saturday mornings during the morning Market.

Under the proposed scheme by DCC, the traders will be issued with a Permit which will explain that they still require to pay and display, however the 10 restricted bays will not be accessible during the Saturday morning timings to non - market traders who do not possess a valid permit.

DCC has asked that we provide them with our initial comments and feedback by 26th April, after which point, DCC will then move to the Formal consultation where this will be advertised on site, online and in the local press.



DECISION REQUIRED	For Members to formally agree their initial feedback on the proposed scheme and to instruct the Clerk to respond to the request accordingly.
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CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 5th March 2019 at 17:30 in Room 2, Alington house, 4 North Bailey, Durham, DH1 3ET.

Present:

Councillors V Ashfield (Chair), E Ashby, J Elmer, M Ross and S Cahill.

Also present: Parish Clerk A Shanley

1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees. Apologies were received from Cllrs J Atkinson and R Ormerod

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr S Cahill declared an interest in Item 5 on the Agenda, owing to his employment at Durham Students Union.

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 12TH FEBRUARY 2019.

The Minutes of the meeting held on 12th February 2019 were unanimously agreed as a true and accurate record of proceedings.

As a matter arising from the Minutes, Cllr J Elmer raised the point that the County Council had not intended to compensate St Leonard's school for the loss of the playing fields. Cllr V Ashfield advised that under the proposed re-development of Aykley Heads, the adjacent field currently used by the school was not being altered and the other fields are used by the school on a grace and favour basis with the landowner and therefore there is no obligation to compensate for the loss of this.

Cllr E Ashby advised that plans Sniperley development did have provision for greenspace and perhaps this was something the school may wish to look into for future use.

Cllr E Ashby requested that the Clerk also paginate the Minutes going forward for ease of reference. The Clerk confirmed he was happy to do this.

Cllr E Ashby also raised the matter of the green accreditation for the Parish Council as discussed under the Full Council's adoption of its Environmental and Sustainability policy. Cllr Ashby advised that she was aware of an organisation which does promote green tourism and she felt it would be a good idea if the Parish Council could perhaps seek some accreditation from this organisation.

Cllr J Elmer also made the point that he was aware of a trade-based accreditation for Fair Trade and advised that he felt it was a shame that Durham had lost its Fair Trade City accreditation and he felt that the Parish Council ought to look to get this reinstated. Cllr E Ashby asked that this also be done in consultation with the Durham BID team. This was agreed.

4. PUBLIC PARTICIPATION.

No representations received from members of the public.

5. MEETING WITH UNIVERSITY RE: SNOW CLEARANCE VOLUNTARY PROJECT

Cllr E Ashby updated the Committee following a meeting she had had with Charlie Walker, the Opportunities Officer at the Durham Students Union on 14th February.

Cllr E Ashby advised that the purpose of the meeting was to discuss the possibility of a joint student volunteer / Parish Council project to support members of local communities in need of assistance for example when it snows.

Cllr E Ashby explained that the idea of the project had come from receiving feedback from two parishioners who have problems whenever it snows and are left isolated in their homes as a result. Cllr Ashby explained that the aims of the project were to build neighbourhood cohesion, to combat social isolation, to provide support for those needing assistance in path clearance as an example and also to offer opportunities for students' personal development.

Cllr E Ashby advised that the Student Union did have insurance for the work to be carried out by their students and they would have a central services manager who would co-ordinate the work. Cllr E Ashby advised that what they were currently looking into is whether the Student Union's Public Liability Insurance also covered if a member of the public slipped and hurt themselves once the students had cleared the paths etc.

Cllr S Cahill advised that he felt there were a large number of students wanting to do good work for the community and Cllr E Ashby advised that the meeting with Charlie had been an extremely positive and productive one.

Cllr J Elmer asked how the University intended on identifying those residents who were particularly vulnerable at times when it is snowing. Cllr E Ashby responded saying that the residents' groups ought to be contacted to give a steer to DSU organiser on this in line with data protection legislation.

The Clerk advised that in a meeting with DCC's Clean and Green team, the Officers had advised Members that priority 2 and priority 3 areas needed to be cleared and gritted in times of bad weather – those being bus shelters and bus stops as well as bungalows and residential areas with steep access points. These might be the basis for planning the project.

The Clerk summarised the project by stating that the Parish Council would provide the SU with the equipment to carry out these works, the SU Central Services Manager would co-ordinate the work and a group of volunteer students would carry out the work.

Cllr E Ashby said that she wasn't sure about the matter of 'gifting' the equipment to the SU. Cllr S Cahill advised that this ought to be gifted for insurance purposes.

Cllr V Ashfield asked if a follow-up meeting could be arranged with Charlie to discuss further. Cllr E Ashby advised that she would arrange this in conjunction with the Clerk.

6. MEETING WITH DCC CLEAN AND GREEN TEAM

The Clerk reported that he, Cllr J Elmer and Cllr E Ashby had had a meeting with Jimmy Bennett and Andrew Jackson from the Clean and Green team at Durham County Council and felt that this had been extremely productive.

The Clerk advised that the purpose of the meeting was to identify what tasks the Parish Council could carry out to add value to the service already provided by the County Council Clean and Green team.

During the course of the meeting, the Clerk advised that the following tasks had been identified and the Committee considered these one by one: (Items in bold were agreed)

- Provision of bike racks/ flower tubs in Fowler's Yard (back of Market Hall) – the Committee decided to investigate this further as there was some question over the ownership of the land.
- **Employing (contracted) an Environmental Enforcement Officer who could issue fines to individuals and businesses and has statutory powers to make businesses clear litter – the Committee agreed to take this forward as a proposal for 2 half days (8 hours) per month and discuss the SLA with the County Officer in charge of this. There was a feeling that the cost provided for 9 hours per week was too expensive for the Parish Council at present.**
- Grass cutting of Gilesgate Bank – the Committee decided not to proceed with this **due to the** high cost of compliance with the health and safety aspect of carrying this out.
- **Grass cutting of area opposite Walkergate – the Committee agreed to take this forward as a proposal.**
- **The riverbanks from The Racecourse upstream to The Sands. Popular with locals and visitors, especially the peninsula. The immediate surrounds are not cut, invasive weed becomes established and debris accumulated in the river to the sides – the Committee decided to look into this further. Cllr J Elmer advised that he felt that no cutting back should take place and the Council should instead be looking at natural planting.**
- Crossgate Peth - the tree area on one side and the overgrown area opposite, needs attention – the Committee decided not to take this forward until questions over land ownership were clarified.
- **Snow clearance and gritting of Priority 2 areas and Priority 3 areas – the Committee was already looking to progress this through the snow clearing project with the Students Union.**
- **Need to clean and carry out gum removal of North Road all the way to Providence Row traffic lights – need to carry this out once every two weeks. The Committee agreed to take this forward as a proposal.**
- **Need to tidy up land at Highgate (owned by DCC) and potentially turn into sensory garden/park - the Committee agreed to take this forward as a proposal.**
- **Member of City Scene staff for 15 hours per month – litter picking on road sides and washing street signs - the Committee agreed to take this forward as a proposal and Cllr E Ashby emphasised that this should also include street signs as well as highways signs.**
- **Finance flower towers for Durham in Bloom, street weed control and sustainable planting down Walkergate – Cllr E Ashby expressed a preference for the provision of temporary floral panels in Millennium place and advised that the decision on whether to become a partner with Durham in Bloom ought to go to Full Council.**
- **Provision of temporary screening for empty shops – the Committee agreed to take this forward as a proposal and Cllr E Ashby offered to set up a meeting between the Clerk and Durham BID representatives.**

7. CLIMATE EMERGENCY RESOLUTION.

Cllr J Elmer presented a report on the climate emergency resolution which he'd like the Full Council to adopt. The proposal being that the Council commits to becoming a

carbon-neutral organisation by 2030, creating a carbon audit and roadmap for achieving this aim by the end of 2019.

Cllr V Ashfield advised that she felt that the section relating to "our place in reducing CO2 emissions" in the report covered what was needed for an organisation like the Parish Council, in addition to the proposal to become carbon neutral, for environmental implications to be included in all officer reports and the proposal to seek ways to facilitate and encourage the community in reducing direct and indirect CO2 emissions and to become resilient to changes caused by the changing climate.

Cllr J Elmer emphasized he would like Environmental considerations to be part of all Council reports going forward. The Clerk advised that he would be happy to do this and the Committee felt that a set statement ought to be agreed where the impact of Council activities on the Environment was seen to be negligible.

The Committee also agreed to amend the proposal so that the carbon audit and the roadmap for achieving the aims of the resolution be extended to the end of 2020 rather than 2019.

Cllr V Ashfield agreed to put a report together on this to go to Full Council.

8. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES

(i) Involving young people

Cllr M Ross provided an update to the Committee to state that she had a meeting with the sixth form college about the work of the Parish Council who saw links between their politics and law classes with the work of the Parish Council. Likewise, Cllr M Ross advised that Durham Johnston school had also identified the links between these subject areas and the work of the Parish Council and Cllr M Ross found the Headteacher of the school to be extremely enthusiastic about involving the Parish Council.

Cllr M Ross advised that she and Cllr V Ashfield had also met with the School Council (ages 11-17) of St Leonard's school who had come up with some really great ideas. Cllr V Ashfield advised that School Council had surveyed school pupils and the feedback on the idea of a skatepark at Whorton park was that they would not like this and felt that this would bring anti-social behaviour to that area, which is a multi-use park.

Cllr M Ross also advised that transport had been a really big issue with pupils advising that they found bus transport very expensive.

Cllr V Ashfield reminded the Committee that the next Full Parish Council meeting would be taking place at St Leonard's school and it is hoped that pupils would get involved with this work.

ii) Business frontages

Cllr E Ashby presented a report to the Committee in Cllr J Atkinson's absence. Cllr E Ashby advised that she had recently met with Cllr J Atkinson to begin to draw together a proposal for a possible City Frontage Improvement award. Cllr E Ashby advised that this would run during the summer months with the aim of promoting the city centre as a welcoming and attractive place to live and visit.

Cllr E Ashby advised that the aims for the project were to identify and reward city centre premises between the Viaduct and Gilesgate including the Peninsula and Elvet that can evidence either improvement in the cleanliness and healthiness of their frontage, an addition to the cultural offer of their frontage and/or an improvement in the environmental attractiveness of their frontage.

Councillors deliberated over the criteria each shop frontage could be judged by and it was agreed that this ought to be for commercial premises only and should all be about the cleanliness and the welcoming feel of the shop frontage.

Cllr E Ashby also felt that there ought to be an international aspect for these awards too.

The Clerk advised that some large chains may not be eligible for this as he was aware that some national chains had strict guidelines on what they could do with their shop frontages.

Cllr M Ross advised that she felt that something ought to be done to promote Easter given Durham's historical links.

The Committee agreed that the award should not just be for appearance of short duration but for all year round.

Cllr E Ashby offered to take this work forward with Cllr Atkinson and the Clerk also expressed a desire to discuss this at the potential future meeting with the Durham BID team.

iii) A167

Cllr E Ashby advised that there were no further updates on this matter.

10. DATE OF NEXT MEETING.

The Chair advised that the next meeting of the Environment Committee would take place on the 19th March 2019 - 17:30 to 19:30 hrs and the following meeting on 16th April (same time and place).

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

Signed

Chair City of Durham Parish Council Environment Committee.

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 19th March 2019 at 17:30 in Room 1, Alington house, 4 North Bailey, Durham, DH1 3ET.

Present:

Councillors V Ashfield (Chair), J Atkinson, E Ashby, J Elmer, S Cahill and R Ormerod.

Also present: Parish Clerk A Shanley, Andrew Jackson, Sarah Billingham and Amy Hamilton (DCC Officers) and Cllr L Brown.

8. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees. Apologies were received from Cllr M Ross.

9. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr S Cahill declared an interest in Item 8 on the Agenda, owing to his employment at Durham Students Union.

10. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 5TH MARCH 2019.

The Minutes of the meeting held on 5th March 2019 were unanimously agreed as a true and accurate record of proceedings, subject to an amendment requested by Cllr E Ashby on the gum removal task identified under item 6 of the Agenda.

11. MATTERS ARISING

No matters arising from the Minutes of 5th March 2019.

12. PUBLIC PARTICIPATION.

The Chair invited Cllr L Brown to speak prior to the item relating to Regeneration and Local services. Cllr L Brown attended the meeting to discuss the matter of a skate park in the Parish for young people. Cllr Brown advised that she had looked all over Neville's Cross for a suitable location and had found none, however the former bowling green site had been suggested as a possible location for such a skate park and Cllr L Brown advised that she wished to raise this with the Environment Committee as she was aware this sat within the Committee's priorities.

Cllr V Ashfield advised that she and Cllr M Ross had carried out consultations with local schools and there wasn't much appetite for a skate park – particularly in a location such as Whorton Park, which is a multi-users space. Some of the schools had conducted a survey amongst students and there was a feeling that such a skate park would result in anti-social behaviour.

Cllr L Brown advised that she felt that if the University Business school application had any S106 money attached, this may be able to be used to pay for this facility and, in addition to this, Cllr Brown advised that there may be additional funding available for such a facility with skateboarding now becoming an official Olympic sport.

Cllr J Elmer asked whether DCC were still considering making the former bowling green a playpark area. Andrew Jackson advised that this was only a proposal and Amy Hamilton advised that although a high-level consultation had been carried out on this proposal, there was no funding available for such a scheme.

Cllr J Elmer advised that DCC may have carried out an Open Space Needs Assessment that would identify current levels of provision for different types of open space and whether the met local needs. Cllr V Ashfield asked if Officers might be able to provide this to the Parish Council.

Cllr L Brown thanked the Committee for their time and left the meeting.

13. DISCUSSION WITH ANDREW JACKSON, SARAH BILLINGHAM AND AMY HAMILTON ON CLEAN AND GREEN PRIORITIES

The Chair welcomed Sarah Billingham and Amy Hamilton to the meeting. The Clerk advised that Sarah and Amy had attended the meeting to discuss the issue of temporary screening of empty shop units in the City centre. Sarah began by thanking the Committee for inviting them along to the meeting. The Clerk asked whether this project would be a financially viable one for the Parish Council and whether DCC had a preferred supplier for this service. Sarah advised that DCC does have a preferred supplier for this service, who was procured last year. Sarah advised that the County Council had mainly focused on Silver street where there were a number of empty units and had contacted landlords to see if there was any interest in allowing the County Council to install some temporary screening to improve the appearance of the High street. Amy advised that the only take up of the scheme thus far had been the former Marks and Spencer unit. The County Council had submitted a planning application to install temporary outdoor vinyl advertising screens to the former Marks and Spencer unit and the cost for the design, planning permission, creation and installation was approximately £25-30,000. The Clerk advised that this would be well beyond the scope of the Parish Council.

The Clerk asked if it were possible to seek contributions from other businesses and/or organisations to advertise their goods and services in the temporary screening. Amy advised that this would entail an uplift in the business rates and was generally not something which was pursued.

Cllr E Ashby asked whether the Parish Council would need to seek three quotations for providing the screening. The Clerk confirmed this to be the case.

Cllr V Ashfield asked whether some alternative screening such as the provision of internal stand-up roller banners could be provided instead. Amy and Sarah confirmed that this could be possible and they did not feel a planning application would be needed for that sort of screening, however they advised that they would send guidance notes on this to the Clerk.

The Chair thanked both Amy and Sarah for their time and they both left the meeting.

The Chair welcomed Andrew Jackson to the meeting and thanked him for coming along to discuss the clean and green priorities identified at an earlier meeting with Andrew Jackson and Jimmy Bennett.

The Clerk advised that (at the previous Environment Committee meeting) the following tasks had been identified and the Committee considered these one by one with Andrew Jackson: (Items in bold were agreed at the 5th March Environment Committee meeting):

- Provision of bike racks/ flower tubs in Fowler's Yard (back of Market Hall) – Cllr E Ashby advised that she was intending to look into the ownership of this land with Colin Wilkes, however as he is presently away, she had been unable

to do so. Andrew Jackson advised that he felt that the land in question is within the ownership of the County Council. The Clerk advised that he would send a picture of the sort of bike rack/ flower tub the Committee had in mind. Cllr E Ashby also advised that she would enquire as to whether the structures themselves could be provided free of charge still. The Clerk advised that the planting of flowers in the tubs would need to be carried out according to the Council's procurement processes.

- **Employing (contracted) an Environmental Enforcement Officer who could issue fines to individuals and businesses and has statutory powers to make businesses clear litter – the Committee agreed to take this forward as a proposal for 2 half days (8 hours) per month at the last meeting and the Clerk confirmed that he was in ongoing discussions with Ian Houlton on this.**
- Grass cutting of Gilesgate Bank – the Committee decided at the last meeting not to proceed with this due to the high cost of compliance with the health and safety aspect of carrying this out. Cllr V Ashfield advised that she is contacted by residents on this particular issue. Andrew Jackson advised that this area is cut once per year and Highways are adverse to this happening more frequently as this would involve the closing of the road which creates a lot of disruption.
- **Grass cutting of area opposite Walkergate – although the Committee agreed to take this forward as a proposal, Andrew Jackson advised that if the Parish Council were to fund the initial works to the site, the County Council would thereafter carry out 14 cuts per season to the site at no further charge to the Parish Council.**
- **The riverbanks from The Racecourse upstream to The Sands. Popular with locals and visitors, especially the peninsula. The immediate surrounds are not cut, invasive weed becomes established and debris accumulated in the river to the sides – the Committee decided to look into this further at the last meeting and Andrew Jackson advised that the riverbanks were largely owned by either the University or the Cathedral. Andrew advised that the AAP formerly funded someone to take care of this area and this may be a good place for the Parish Council to look into investigating cost implications, etc.**
- Crossgate Peth - the tree area on one side and the overgrown area opposite, needs attention – at the last meeting the Committee decided not to take this forward until questions over land ownership were clarified, however Andrew Jackson advised that he would look into this matter further and report back to the Parish Council.
- **Snow clearance and gritting of Priority 2 areas and Priority 3 areas – the Committee was already looking to progress this through the snow clearing project with the Students Union and therefore this was dealt with under a separate item on the Agenda.**
- **Need to clean and carry out gum removal of North Road all the way to Providence Row traffic lights – need to carry this out once every two weeks. The Committee agreed to take this forward as a proposal at the last meeting and also investigate shared cost of phased surface treatment of North Road and Claypath to assist ongoing gum removal. Andrew Jackson advised that this would be very expensive and potentially beyond the scope of the Parish Council. Cllr R Ormerod said he felt this would make a huge difference and ought to be pursued. The Clerk asked Andrew Jackson to send a cost for the treatment work, which Andrew advised would make cleaning gum a lot easier.**
- **Need to tidy up land at Highgate (owned by DCC) and potentially turn into sensory garden/park - the Committee agreed to take this forward as a proposal. The Clerk advised that the Parish Council may wish to**

look into this further with a section 106 agreement money being attached to this. Cllr R Ormerod advised that all section 106 money for the Elvet and Gilesgate division had all been allocated to the Elvet Park proposals. Cllr V Ashfield advised that she felt that the Highgate project could be moved on very rapidly compared to the Elvet Park project which was at proposal stage at present. Andrew Jackson recommended that the Committee carry out a site visit with DCC Officers and it may be the case that DCC could carry out some basic works to the site at no charge to the Parish Council.

- **Member of City Scene staff for 15 hours per month – litter picking on road sides and washing street signs – Andrew Jackson advised that for 15 hours per month of this work, the Parish Council would be looking at a cost of around £465 if procured through the County Council.**
- **Finance flower towers for Durham in Bloom, street weed control and sustainable planting down Walkergate – the Committee agreed a proposal by Cllr V Ashfield to look to finance a large piece for the Durham in Bloom competition at a cost of £2,500 (ex VAT). The display would be based in the Market square after the Miner’s Gala up until October and the Parish Council would be credited for this accordingly. This would be put forward as a recommendation to Full Council.**
- **Provision of temporary screening for empty shops – this item was discussed earlier in the meeting.**

The Chair thanked Andrew Jackson for attending the meeting and advised that the Clerk would be in touch to arrange dates for a site visit to both Highgate and Millburngate. Andrew Jackson left the meeting.

14. USE OF SECTION 106 MONIES FOR ENVIRONMENT COMMITTEE PRIORITIES.

The Clerk asked that this item be deferred until a later date.

8. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES

i) Update on DSU Snow Clearance Voluntary Project.

Cllr S Cahill advised that he had discussed the matter of insurance further with his colleague and had been advised that students carrying out this project would be covered by the liability insurance of the DSU.

Cllr V Ashfield asked that Cllr S Cahill request that the DSU now look to gather a group of volunteers and the Parish Council would be able to provide the equipment for carrying this out thereafter. The Clerk reminded the Committee that the decision to purchase the equipment for this had been delegated to both the Chair of the Parish Council and the Chair of the Environment Committee.

Cllr S Cahill advised that the big task to be undertaken would be identifying where this work would be needed. Cllr E Ashby advised that there was a need to work with the local residents’ groups on this. It was agreed that Cllr S Cahill would ask for his colleague to confirm in writing to the Clerk that the DSU is covered by its own insurance and they would manage the project. It was also agreed that Cllr E Ashby

would provide the Clerk with contact details of the local residents' groups to help identify those residents in need of assistance whenever it snows.

ii) Update on clean and green tasks

It was felt that this matter had been sufficiently dealt with in the discussion with Andrew Jackson.

iii) Involving young people

Cllr V Ashfield advised that she and Cllr M Ross were looking to hold further meetings with the local schools and are keen to discuss their ideas about a skatepark further. Cllr V Ashfield also advised that she would be looking to get the children involved in a community litter pick at some point.

Cllr J Atkinson asked the Clerk whether she may be provided with an ID badge. The Clerk advised that this would happen once the new office for the Council is set up as Councillors will need to be provided with a security pass to gain access to the proposed new office, which could also be used as ID.

iv) Business frontages

Cllr J Atkinson advised that there were no further updates on this priority but that she had had a very positive meeting with Cllr E Ashby on this. Cllr E Ashby advised that she and the Clerk had arranged a meeting with Adam De-athe from Durham BID in April to discuss this issue further. Cllr J Atkinson advised that she would like to attend this meeting also.

9. UPDATE ON CLIMATE CHANGE RESOLUTION

Cllr V Ashfield advised that she had been in contact with Cllr J Elmer on this matter and together they had agreed the draft of the report included at the meeting.

Cllr J Elmer felt that the important aspect of this was the inclusion of Environmental implications in all officer reports; getting the Parish Council to consider this important issue in everything they do.

It was agreed that this would be put forward as a recommendation to Full Council.

10. DATE OF NEXT MEETING.

The Chair advised that the next meeting of the Environment Committee would take place on the following meeting on 16th April at 17:30pm.

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

Signed

Chair City of Durham Parish Council Environment Committee.

RECOMMENDATION – CONTRACTING THE SERVICES OF A NEIGHBOURHOOD WARDEN.

Introduction

The Environment Committee has been working closely with both the Clean and Green team and the Neighbourhood Protection team to tackle some ongoing issues within the Parish.

By recommendation from the Clean and Green team at DCC, the Environment Committee has been investigating the possibility of contracting the services of a Neighbourhood Warden to look specifically into the issue of enforcement for littering (residential areas, businesses and pedestrian littering (includes chewing gum)), nuisance car parking and dog fouling

Details of offer made

An offer has been made to enter into a service level agreement (SLA) with DCC to provide a Neighbourhood Warden. A copy of the job description and the report to the Environment Committee detailing the function of a Neighbourhood Warden are also included.

The benefits to Councils taking up this offer could be significant due to the heightened responsiveness to environmental issues and a substantial increase in proactive environmental enforcement.

Several other Parish Councils have already signed up to this arrangement and these include Stanley and Spennymoor.

The officer would deal with all local incidents in relation to fly-tipping, littering, dog fouling, nuisance parking, waste accumulations, graffiti and waste duty of care offences. They would also carry out proactive work in relation to dog fouling and littering and to identify specific neighbourhood problems at an early stage. The officer would be expected to work closely with the Parish Council to identify hot-spots and areas that are causing concern for residents and businesses.

The officer would also be involved in publicity and education of the public in all aspects of environmental issues within the parish area. They would also be able to carry out mini-campaigns in problem areas to tackle local environmental problems in particular problem areas.

Fixed Penalty Notices can be issued by these officers to those who committed an offence which is something the Town Council cannot legally do.

Detailed reports would be provided to the Parish Council at a frequency of the Parish Council's choosing.

It should be noted that the Environment Committee receive numerous complaints relating environmental issues such as dog fouling, nuisance parking and litter.

Costs/Budget

The costs to the Council for this service for 1 hour per week would be approximately £1,000.

Conclusion

This opportunity could be of benefit to City of Durham Parish Council to provide an improved service to the existing offering although it is recognised that this comes at

a cost. Environmental issues are of high priority to residents and relate to many of the complaints staff receive.

Policy Implications

None

Staffing Implications

If the Council agree to proceed there would be some day to day liaison with the Neighbourhood Wardens Manager.

Financial Implications

Explained in costs/budgets section set out above.

Crime and Disorder Implications

None

Equal Opportunities Implications

None

Environmental Implications

It is likely that there would be a positive impact on environmental issues as explained above.

Risk Assessment

None

Recommendation

DECISION REQUIRED	Members are to consider this proposal and decide if they wish to proceed with the offer of a dedicated Neighbourhood Warden for an initial period of 5 hours per week.
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CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Licensing Committee held on Friday 8th March 2019 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors L Brown, A Doig, D Freeman, E Ashby and R Cornwell

Also present: A Shanley and Mr Brendan McKeon

Cllr L Brown in the Chair

1. APOLOGIES FOR ABSENCE

None received.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 22nd FEBRUARY 2019

The Minutes of the meeting held on 22nd February were agreed unanimously as a true and accurate record of proceedings.

4. PUBLIC PARTICIPATION

Mr Brendan McKeon attended the meeting to raise an objection about the Former Walkabout licensing application.

Mr McKeon advised that this was the first major late-night licensing application for the Parish Council since its formation. Mr McKeon wished to raise an objection to this application and advised that he felt that the granting of this application would represent a public nuisance. In particular, Mr McKeon felt that the noise coming from students travelling up and down Neville's street to attend the premises would have a detrimental impact on local residents – many of whom are students themselves. Mr McKeon advised that he had also raised this at the Tuesday evening's meeting of the Crossgate Community Partnership.

Mr McKeon advised that his experience is that groups of between 20-30 students at any one time walk to the existing premises and the impact on residents caused by noise would represent a public nuisance. Mr McKeon advised that the noise had got so bad near his property that he had on occasion taken to sleeping in his bathroom to avoid the noise.

Mr McKeon advised that he would be looking to petition local residents on this application to see how they felt about this and Cllr V Ashfield had offered to assist him.

The Chair thanked Mr McKeon for making the Committee aware of his views on the application and the Clerk advised that he would minute the representation to the Parish Council as an objection.

Mr McKeon thanked the Committee for their time and left the meeting.

5. TO DISCUSS THE FOLLOWING LICENSE APPLICATIONS

Former Walkabout application – The meeting noted that the documentation provided by the representative of the applicant had not included the requested operating schedule. It was therefore agreed that Members would seek a meeting at Annand House to be able to view this. The Committee resolved to submit an objection to the application on the grounds of this being contrary to the licensing objective of preventing public nuisance. It was felt that the noise late at night caused by patrons of the premise would have a detrimental impact on local residents.

Cllr A Doig also advised that he felt that, given the scale and size of the proposed premises, the application should also include details of other premises of a similar size and nature which the Ltd company (the Applicant) has had experience of running.

6. DCC STATEMENT OF LICENSING POLICY – CONSULTATION 2019

The Clerk reminded Members that the following representations had been put forward as suggested comments to the DCC Statement of Licensing Policy consultation:

- that para. 3.3 ought to be amended to ensure that planning and licensing applications should align and not contradict one another.
- that “minimum unit price” on alcohol ought to be defined in the Statement to avoid any potential loopholes if ever challenged.
- that the Parish Council may wish to specify that they would like the County Council to consider introducing a late-night levy on Town Centre premises.
- that Councillors had also expressed a preference for a cut off of operating hours on premises serving alcohol at 2am rather than 4am.
- that a license review take place each time a premise changes ownership.
- that the Parish Council may request to know whether an applicant has a record of running premises in a manner which went against the licensing objectives
- that the term “student” ought to be defined in the Statement.
- that applicants be made to redact their own applications to cut down on DCC Licensing Officers time and make it easier for the details of any application to be made public.
- that a register of all licensed premises operating between 12am – 6am ought to be made available so that Licensing Committees could make an informed decision as to how many licensed premises were operating within a particular vicinity.

The Clerk also reminded Members that he had written to Steve Ragg at CDALC to ask if the Association could lobby DCC to create a licensing online portal so that Members and the public could view applications in the same way that they can with planning. The Clerk advised that Mr Ragg had made the necessary representations to DCC who had responded to this to state that at present this was not possible.

Cllr E Ashby advised that she had reviewed the Licensing Act against the current DCC Statement of Licensing Policy and felt that the Policy should also include a cumulative impact policy to better understand the wider effect of Licensed premises in the area.

Cllr E Ashby also advised that other areas operate “local alcohol action areas”, which work with local areas to help to reduce crime and anti-social behaviour as well as provide information on the health implications of alcohol consumption; helping to create diverse and vibrant lifetime economies. Cllr E Ashby advised that this may be something for Durham to consider. Cllr L Brown did remark that the Public Space

Protection Order currently in place in Durham is coming to an end in October of this year. The Committee felt that this ought to be reintroduced and it was **agreed** that Cllr L Brown would submit a motion to Full Council in March to ask for the Council to request the reintroduction on the Public Space Protection Order.

The Committee also considered whether it would be possible to have some influence over alcohol advertising; in so much that the advertising of cheap, multi-purchase alcohol deals ought to be monitored and controlled.

It was **agreed** that the draft response to the consultation should go forward to the April Full Council meeting for formal agreement.

The Clerk advised that he would look to invite a member of the police force to the next Parish Council Licensing Committee meeting to discuss the issue of TENS.

There being no further business, Cllr L Brown thanked Members for their attendance and closed the meeting.

Signed

Chair of City of Durham Licensing Committee

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Licensing Committee held on Friday 22nd March 2019 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET

Present: Councillors L Brown, E Ashby, A Doig, D Freeman and R Cornwell

Also present: A Shanley, Cllr V Ashfield, Ms Lynda Delf, PC Sgt Caroline Dickenson and PC Insp Siobhan Jones.

Cllr L Brown in the Chair

2. APOLOGIES FOR ABSENCE

Cllr Carole Reeves

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. DISCUSSION WITH PC SGT CAROLINE DICKENSON AND PC INSP SIOBHAN JONES RE: RECORD OF LICENSEES AND TEMPORARY EVENT NOTICES

The Chair welcomed Caroline and Siobhan to the meeting and thanked them for taking the time to come and talk to the Parish Council Licensing Committee.

The Clerk opened discussions by advising that, through the ongoing work of formulating its response to Durham County Council's Licensing Policy, the Parish Council Licensing Committee had identified a number of issues which it hoped to work more closely with the police on. The Clerk requested whether or not the Police may be able to provide information to the Parish Council whenever a Temporary Event Notice (TEN) is permitted and also provide details of whenever the police have had to attend premises due to a breach of the licensing objectives. PC Caroline advised that the only way this may be possible would be through submitting a Freedom of Information request.

There was some concern expressed about this approach as an FOI required a response within 28 days and Temporary Event Notice only required 72 hours.

Cllr E Ashby advised that she felt that the Committee and the police should work jointly to have the City Centre designated as a special case. Cllr E Ashby advised that at present there are approximately 18,000 students living in Durham, there is no cumulative impact policy in place and the health of the local community should be a key objective of any licensing policy.

Lynda Delf advised that the colleges at the University are often very good at making residents aware that a late-night event is taking place.

Cllr V Ashfield advised that she was concerned about the impact lack of sleep due to late-night revelling is having on residents' mental health.

Cllr R Cornwell advised that he felt that the remedy on the law relating to TENs is through Parliament and he felt that the local MP ought to be lobbied to do something on this.

The Clerk also highlighted the issue of a lack of a licensing portal. Both Caroline and Siobhan advised that they too were concerned about this and would add their voice to the lobbying the Parish Council were doing on this with Durham County Council.

Siobhan advised that there were 5 principles which sat below the 4 licensing objectives of licensing; one of which is to ensure that there is proper consultation with local residents. It was felt that this didn't take place at present.

Caroline advised that she was in the process of formulating the police's response to the ongoing DCC licensing policy consultation. The Clerk requested sight of the police response as a means to inform the response of the Parish Council. Caroline advised that she would see if this were possible.

Siobhan finished by encouraging the Parish Council Licensing Committee to be as vociferous as possible on licensing applications. This would assist the police as they would prefer there were no issues at all.

The Chair thanked the Officers for attending the meeting. Both Caroline and Siobhan left the meeting.

4. PUBLIC PARTICIPATION

Lynda Delf and Cllr V Ashfield advised that they were attending to discuss the Barrio Comida application. The Chair advised that she would invite both to speak when the Committee came to discuss the specific application on the Agenda.

5. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 8TH MARCH 2019

The Minutes of the meeting held on 8th March were agreed unanimously as a true and accurate record of proceedings.

6. TO DISCUSS THE FOLLOWING LICENSE APPLICATIONS

Outstanding Art Limited

There was some confusion over whether this application is an art gallery which provided alcohol or a pub which illustrated art.

The Committee considered the application and resolved to object under the objective of preventing a public nuisance and protecting children from harm.

Members highlighted that this premises would be the only art gallery in the area; one which children may look to visit to further their interest in art. The Committee felt that the fact that the premises is intending to sell alcohol is of concern and strict conditions must be applied on the sale of alcohol in view of the premises' likely appeal to children studying art.

The Committee also expressed concern about the potential tipping of glass bottles after 11pm and the noise from this likely representing a public nuisance to residents living nearby.

It was agreed that the Clerk should draft the objection and circulate to Members for approval.

Barrio Comida

Cllr V Ashfield and Ms Lynda Delf advised that they felt that the Parish Council Licensing Committee ought to object to this application and were concerned about the impact of loud music playing in a premises situated right next to local residents. Ms Lynda Delf expressed concern about the premises' lack of any parking and therefore the need to receive deliveries to the premises likely representing a nuisance to nearby residents and road users.

Ms Lynda Delf highlighted that the applicant is requesting permission to remain open 24 hours during New Year's Day.

The Committee considered the application and resolved to object to this application under the objective of preventing a public nuisance.

As had been described by Ms Delf, the Chair highlighted that this premises is within very close proximity to residential properties. The playing of recorded music from 8am until 11pm would therefore represent a public nuisance for nearby residents.

The Committee advised that they felt that a condition ought to be applied to this application that the playing of recorded music in these premises and that be that the playing of music be limited to 12pm-7pm Monday to Sunday and that windows be closed whilst music is playing.

Cllr E Ashby also advised that she felt that the premises proximity to a World Heritage Site also had weight. The potential impact of noise from recorded music within this area would be unacceptable.

The Chair also expressed concern about the potential tipping of glass bottles after 11pm and the noise from this also likely representing a public nuisance to residents living nearby.

Cllr A Doig also expressed concern about eating and drinking outside the premises and felt that this not be permitted as part of the licensing application.

The Committee resolved to request that a condition be applied to the application that no outdoor cooking take place at all and that there be no al fresco eating or drinking permitted outside the premises after 6pm, to further mitigate from the potential of this premises being a public nuisance to local residents.

It was agreed that the Clerk should draft the objection and circulate to Members for approval.

7. DCC STATEMENT OF LICENSING POLICY – CONSULTATION 2019

Cllr E Ashby advised that she would have a worked-up response to the consultation ready for the 5th April Licensing Committee meeting.

There being no further business, Cllr L Brown thanked Members for their attendance and closed the meeting.

Signed

Chair of City of Durham Licensing Committee

ITEM 9: RESPONSE TO DURHAM COUNTY COUNCIL LICENSING POLICY REVIEW

Durham County Council is currently consulting on its statement of Licensing Policy. This consultation gives the public the chance to have their say on the review of DCC's Statement of Licensing Policy which must be updated every five years by law.

The current Statement of Licensing Policy runs from 2014-2019 and is available on DCC's Licensing Act 2003 Policy page.

The policy sets out how DCC carries out its licensing functions in County Durham to help with the following:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

It covers the following licensable activities:

- the retail sale of alcohol
- the supply of alcohol by or on behalf of a club
- the provision of regulated entertainment
- the provision of late-night refreshment (between the hours of 11:00pm and 6:00am).

The closing date for comments is 3 May 2019.

Following the consultation, the final policy will be presented to the General Licensing and Registration Committee and a full council meeting for approval.

The Parish Council Licensing Committee has agreed the following response to go forward as draft to the Full Parish Council meeting for its approval.

Response to Durham County Council Licensing Policy Review:

1 Introduction

The City of Durham Parish Council is pleased to be given this chance to comment on the current operation of the 2014 to 2019 Licensing Policy and to suggest amendments for the revised version.

These comments are based on the Parish Council Licensing Committee's experience of working with Durham County Council's Licensing Policy since May 2018. As individuals, Committee members have varying degrees of experience over several years of making representations at licensing hearings.

In considering how far and in what way the current Licensing Policy may require revision or updating the City of Durham Parish Council is very conscious of the significant changes taking place in its area due to

many new retail and leisure developments including several licensed premises the rapid recent and ongoing expansion in student numbers from xxxx in 2003 to xxxxx in 2020

the building of numerous large Purpose-Built Student Accommodation blocks, each housing several hundred young people, located in close proximity to, or in the midst of, well-established residential areas thereby increasing the likelihood of more early hours disturbance.

2 General statement

There is a widespread feeling that the current Licensing legislation is no longer fit for purpose in the constraints it imposes on local decision making but until change can be progressed at a national level the comments below reflect concerns expressed about licensing in the Parish area.

- The City of Durham Parish Council recognises that whilst many of its younger residents are not 'children' within the meaning of the Act, many are thousands of miles from home, maybe for the first time, living and working in social settings whose expectations they may not be familiar with and subject to unsought social and commercial influences.
- The City of Durham Parish Council believes it has a duty to support the health and well-being of all those it represents. This includes both long standing, permanent residents and those who are only in the city for 3 or 4 years.
- The City of Durham Parish Council also has to balance the part played by licensed premises in the local economy (particularly the city's tourism goal of increasing the number of overnight stays) with the right to a comfortable and healthy life of those living and working in the city.
- In view of the media attention being given to mental health issues the City of Durham Parish Council would like much greater involvement of Public Health in Licensing Policy.
- Disappointment has been expressed about the absence of comment on particular alcohol license applications from Responsible Authorities and would ask if the new Statement of Policy will have anything to say about this part of the decision-making process. Further, with the rapid and massive expansion of the University across the County the City of Durham Parish Council requests that they are added to the list of Responsible Authorities

3 Comments on the Statement of Licensing Policy 2014 -2019

1 In **para 1.01 Introduction**, the City of Durham Parish Council believes the University of Durham has now grown so large - and is still growing - that it warrants a longer and more specific reference than ' a historic University'. Taken together the staff and students are virtually a separate community within the city and claims are made of its significant economic impact across the County.

2 The City of Durham Parish Council is pleased that in **para 2.5** the Licensing Authority recognises that 'residents need to live and work in a safe and healthy environment'. In light of the moves to more early hours closing it would like this to be followed by '*and to enjoy their right to a good night's sleep as enshrined in the UN's declaration of Human Rights.*'

It is noted that Public Health England's Guidance note - Alcohol Licensing: a guide for public health teams - states that 'PHTs make sure that licensing policy and applications consider the health and wellbeing of local communities'.

This is important because in the City of Durham Parish area there is now growing evidence from all sides that noise between midnight and 4 am is occurring so regularly that many peoples' health is suffering because of disturbed sleep.

The City of Durham Parish Council believes that the current policy does not give enough weight to the need for the negative health impacts on local communities to be assessed by public health teams who have access to relevant data and this evidence should be taken into consideration when new premise license applications are considered.

Additionally, it would be helpful if the final words of **para 2.5** were plainer e.g. 'and to require licence holders to display sensitivity to the impact of their premises on local residents.'

3 **In para 2.7** the list of priorities and plans taken into account could usefully include Durham University Policy on Student Alcohol Awareness and Use.

4 **para 2.10** whilst many college bars may have been included individually, the list of bodies consulted in determining the statement of policy should include Durham University. Also, those management companies running Purpose Built Student Accommodation blocks which have bars.

5 **para 3.3** The City of Durham Parish Council recognises the need to avoid unnecessary duplication and feels that planning and licensing procedures would benefit from much closer alignment if not full integration. Any proposals brought forward to address this by the House Commons Select Committee on Licensing will be most welcome.

6 **para 6.1** sets out the 4 Licensing Objectives. In the current climate of growing concern about mental health, especially among younger people, there is a feeling that the time has come for Legislation to be amended to introduce a 5th objective dealing with alcohol related health issues. The City of Durham Parish Council urges Durham County Council to be at the forefront of any campaign to amend legislation accordingly.

Meanwhile it is hoped the Licensing Authority can find a form of words in **para 6.4** to emphasise their intention to increase partnership working with Public Health and other relevant organisations on community health matters, both when considering revisions to the Policy Statement and considering individual licensing applications.

7 The City of Durham Parish Council is grateful for the policy on 'promoting excellent standards of management' in **para 6.5** but hope more can be done on reducing the potential for public nuisance outside a premise by requiring 'effective design and management of external areas'.

Also, consideration should be given to the introduction of a general requirement for no bottles, cans or bins to be moved between say 11pm and 7am again on grounds of preventing public nuisance. This is an increasing problem in the City's narrow streets with more cobbled yards and passageways being used for business waste storage.

8 With patrons now leaving one or another premise until the early hours most nights there is a growing problem of noise disturbance across the city. We would like the dispersal policy to be strengthened by much earlier reduction of music volume, use of any available screens for announcements about respect for neighbours and other residents on the way home etc. It is hoped the revised Statement of Licensing Policy can find a way to support the growing campaign around the "Shh 11-7" message being promoted by local residents' groups in conjunction with the University.

9 The City of Durham Parish Council has expressed a very strong preference for a rolling back of the time licences may be granted from 4am to 2am. However, we recognise that the trade will argue margins, costs, viability, competition from other areas, preloading on cheap supermarket drinks, student bars etc. However, with public nuisance and disturbance continuing to escalate there is a growing risk a) to public health and b) to the tourism economy with stagnation in the number of visitors staying overnight.

10 Anti-social behaviour and nuisance are also dealt with in **para 6.12**. The City of Durham Parish Council strongly supports calls for the city centre Public Space Protection Order to be reinstated when it expires. In conjunction with the final bullet point a provision being introduced whereby a licence review automatically takes place each time a premise changes ownership would be welcome.

11 The City of Durham Parish Council has no comments to make on Sections 7 and 8 of the current policy. In Section 9 **para 9.6** it is reassuring to see that means of reducing the potential for a premise to be a source of public nuisance should take into account 'the needs of the local community.'

12 In Section 10 Protection of Children from Harm **para 10.13** the adequacy of a policy expecting 'at least one member of staff for every 50 children present' for a licensed entertainment with no mention of any other accompanying adults is questionable as this leaves 49 individuals unsupervised or guided if one needs adult attention.

13 The City of Durham Parish Council applauds the inclusion of Section 11 on Cumulative Impact. In view of the steadily increasing number of premises licensed to sell alcohol in the city centre the Licensing Authority is urged to proceed with all speed to consult widely and begin to collect the evidence needed for the introduction of a Cumulative Impact Policy for the city centre. We appreciate that the issue is complex and will require all partners to be fully engaged.

14 The City of Durham Parish Council favour the introduction of a Late-Night Levy in the City Centre. However, we appreciate the implications for all other licensed premises throughout the County. Should the parties named in **para 11.17** decide to introduce a LNL the City of Durham Parish Council would support work by the Licensing Authority to bring forward proposals for its design and administration.

15 The City of Durham Parish Council would like the Framework Hours to permit the sale of alcohol no later than 2am throughout the County for the reasons set out in **para 12.7/12.8** and in conjunction with **para 12.9** - "concerns expressed by residents".

4 Further Comments

Since its inception in 2018 the City of Durham Parish Licensing Committee has become very aware of the hard work done by and the support offered by the Licensing Authorities Officers involved in managing the Licensing system.

The following comments are made in case they can be added into revised Statement of Policy 2019-2024.

a Applications should be available on line in the same way as planning applications to allow easier public access. If they have to be redacted this should be the responsibility of the applicant, saving Licensing officer time.

b A register of all licensed premises operating between 12am and 6 am should be readily available so that an informed decision can be made taking into account the number of licensed premises within a given area.

c Information about TENS should be more widely publicised so the public know how they are operated and for local residents to know when there is likely to be additional late-night noise.

d The Glossary could usefully include definitions of student and minimum unit price

e An applicant's previous history of running a licensed premise be made available if there was evidence of contraventions of the then prevailing licensing objectives.

f There is an urgent need to review regulation covering alcohol sales at supermarkets and off licences which is fuelling preloading and consequent impacts on the operation of other licensed premises.

5 Concluding statement

In conclusion the City of Durham Parish Council thanks the County Council's Licensing Authority for considering these remarks in response to the consultation on the 2019 revision of the Statement of Licensing Policy.

The overarching theme to the points made above is about delivering a safe and healthy environment for all residents in the City, balanced by the legitimate requirements of those involved in running licensed premises.

To achieve this the City of Durham Parish Council

- believes that, with the extraordinary expansion of Durham University's population and estate, the time has come for a differentiated approach to licensing policy - so far as is possible within current legislation - between the City of Durham and other towns and villages within the County and
- hopes that all stakeholders can come together to make this work to everyone's benefit.

DECISION REQUIRED	For Members to formally agree to the City of Durham Parish Council's membership of CDALC/NALC and to agree to the payment of the annual subscription fees as set out in this report.
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ITEM 11: 2019-20 PAY SCALES

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

Alterations to the pay spinal column points (SCP) have changed due to the introduction of the national living wage and the consolidation of various points.

This will impact on all pay scales for clerks and other employees employed under the terms of the model contract (including SCPs 50 and above). These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

This affects the SCPs for:

The Clerk of the Council was SCP 39 and is now on SCP 33, representing a gross salary of £35,934. The Clerk is currently employed for 25 hours per week and is paid pro-rata.

This does not mean that the Clerk has had a pay deduction. The Clerk will receive the percentage increase of 2%.

The new SCP will need to be included in staff contracts.

The payment for this year should be made from 1st April 2019.

Sufficient allowance to accommodate a pay increase was included within the indicative spend agreed at the Full Parish Council meeting in January.

DECISIONS REQUIRED	<ol style="list-style-type: none">1. The Council is recommended to formally approve the implementation of the pay award in accordance with staff contracts.2. Agree to include the new SCP information in staff contracts.
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ITEM 12: MEMBERSHIP OF THE COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS

The County Durham Association of Local Councils (CDALC) has been in existence since 1947. It is run by local councils for the benefit of local councils. The overall aim is to assist councils in their day-to-day work and to represent their interests. All parish and town councils and parish meetings in County Durham and surrounding areas (Darlington, Gateshead, Sunderland and South Tyneside) are eligible to join. An annual membership fee brings a wide range of services. CDALC provides advice to local councils to ensure they are meeting their statutory requirements. They also represent local councils—the tier of government closest to the electorate. Their aims are to:

- Encourage and advise on good practice in local council management
- Increase the contribution of local councils to community life
- Represent local councils' interests within County Durham and nationally
- Provide training and develop councillors and clerks
- Encourage greater public awareness of the work of local councils

CDALC has an Executive Committee which is responsible for the overall direction of the Association and handling county-wide issues. CDALC also provides a Larger Councils Forum which meets four times a year to discuss items which are relevant to larger local councils. The City of Durham Parish Council will be eligible to join and participate in these Forum meetings. CDALC is a subscription-based organisation with a pence per head of electorate membership fee payable to join. Including the City of Durham Parish Council there are 104 parish councils in County Durham of which 101 (97%) are currently in membership of the Association.

The following subscription fee is applicable for 2019/20:

CDALC Subscription Charge 2019 – 2020	£
Electorate of 10,156 @ 10p per elector for CDALC	1,015.60
Electorate of 10,156 @ 6.99p per elector for NALC	<u>709.90</u>
	1,725.50
LCR 2019/2020 subscription (0 @ £17)	<u>0.00</u>
Total	<u>1,725.50</u>

Members will note that this is significantly less than for 2018/19 (£2,939.71). This is due to electoral services having changed the way in which students are registered to vote.

It is, unfortunately, not possible to split the CDALC/NALC subscription fees and you can't be a member of one without the other.

The National Association of Local Councils (NALC) was also established in 1947. NALC is the only national body representing the interests of 10,000 local councils and 80,000 councillors. NALC works in partnership with county associations to support, promote and improve local councils.

The major benefits of membership include the following:

- Campaigning—NALC lobbies for the issues that are important to local councils and communicate those views to government and a range of influential organisations, in the private, charity and public sector. Recently NALC was

successful in negotiating with Government to amend the Data Protection Act to exempt parish councils from the need to appoint a Data Protection Officer under new General Data Protection Regulations. In December 2017, NALC was also successful in securing a three-year exemption from parish councils being subject to any financial referendum requirements. This ensured that parish councils can precept without being subject to any financial restrictions.

- Legal, accounts and audit advice–Written, telephone and digital advice from NALC’s well-experienced solicitors.
- Producing guides on being a good councillor, employer, finance and transparency, neighbourhood planning and a range of toolkits.
- Conferences, events and training–NALC’s national events and training sessions are opportunities to bring our diverse membership together to learn about new or topical initiatives and share ideas.
- Publicity–Raise the profile of local councils and the sector beyond a regional level
- Standards, awards and recognition–Opportunities all year round for local councils to take up the chance to celebrate and be recognised for achievements through the Local Council Award Scheme, Council Spotlight and Star Council Award.

DECISION REQUIRED	For Members to formally agree to the renewal of the City of Durham Parish Council’s membership of CDALC/NALC and to agree to the payment of the annual subscription fees as set out in this report.
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ITEM 13: PARISH COUNCIL LOGO - UPDATE

Members will recall at the February Full Council meeting, the Parish Council resolved by majority vote to adopt the City of Durham Coat of Arms as its official logo.

Following that decision, the Clerk has been in contact with the College of Arms; the body which regulates and administers Coats of Arms on behalf of the Government to advise them of the Council's decision. The College has advised that the Parish Council would need to apply for permission to use this as its logo but that such an application would more than likely be successful. The cost associated with doing this however would be approximately £4,000.

In light of the associated costs of adopting the Coat of Arms as the Parish Council logo, it is proposed that this matter be put back to Full Council for a decision.

As a means of considering other options at this meeting, the Clerk contacted Councillors and asked Members to put forward a proposed logo of their own and it was proposed that a vote (much like that which was carried out for the 'Good Citizen Award') on the various options then be held. This vote will include the Coat of Arms.

Members wishing to submit a logo for consideration at the Full Council meeting, were asked to submit this to the Clerk no later than the 18th April. A number of options have been put to the Clerk and Members are recommended to choose from amongst these options as to which they would prefer.

There is some time urgency to this decision as Members have requested ID badges, the Durham in Bloom require our logo for advertising the Parish Council's contribution and the Annual Parish Meeting is due to be held in May.

DECISION REQUIRED	For Members to vote on their preferred option from amongst the proposals submitted and to formally adopt this as the official Parish Council logo.
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