

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 **RITSON HALL, ALINGTON HOUSE, DURHAM. DH1 3ET** on **THURSDAY 27 JUNE 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. PRESENTATION BY ARTHUR LOCKYEAR MBE ON REMEMBRANCE SUNDAY 2019 EVENT IN DURHAM CITY.**
- 4. PUBLIC PARTICIPATION.**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 23RD MAY**
- 6. COMMITTEE UPDATES**

- Planning Committee minutes from meetings held on the 10 May, 24 May and 7 June.
 - Update on Durham County Council Headquarters move.
 - HMO investigation project
 - Recommendation to contract the services of an ecologist to investigate otter activity at the Sands.
- Environment Committee minutes from meetings held on the 1 May and 21 May.
 - Recommendation on cigarette butt campaign in Durham City centre.
- Licensing Committee minutes from meetings held on 31 May.
 - Licensing training conference for Councillors and local residents.
- Finance Committee minutes from meetings held on 23 April.
- Personnel Committee minutes from meetings held on 11 June 2019.

7. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 23 May.

8. PARISH COUNCIL STRATEGY 2019/20

- 9. ALLOCATION OF SMALL GRANTS FOR 2019/20**
- 10. PARISH COUNCIL TRAINING BUDGET**
- 11. REPORT ON REMEMBRANCE SUNDAY EVENT IN DURHAM CITY**
- 12. REPORT FROM PERSONNEL COMMITTEE ON CLERK'S PROBATION AND CONTRACT.**
- 13. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS**
(List of current appointees attached)
- 14. REPORTS BY PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS.**
 - (i) Durham University Community Engagement Task Force

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 the Annual General Meeting of the City of Durham Full Parish Council held on Thursday 23rd May 2019 at 19:00 in the Lantern Room of Durham Town Hall, Market Place, Durham. DH1 3NJ.

Present:

Cllr E Scott in the Chair

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

Also present: Parish Clerk Adam Shanley and 6 members of the public.

1. ELECTION OF CHAIR

The Clerk welcomed all those present and asked Councillors if there were any nominations for the position of Chair of the Parish Council for the ensuing year. Cllr R Ormerod proposed Cllr E Scott advising that he felt that Cllr E Scott had done a brilliant job over the last year as Chair, this nomination was seconded by Cllr G Holland and unanimously agreed by all Councillors. Cllr E Scott thanked Members and then read out and signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIR

The Chair asked if there were any nominations for the position of Vice-Chair of the Parish Council for the ensuing year. Cllr L Brown nominated Cllr A Doig for the position of Vice-Chair, this was seconded by Cllr M Ross and unanimously agreed by all Councillors.

3. PRESENTATION BY DAVID MILLER AND ANGELA TRACEY ON "LOOKING FORWARD" DOCUMENT.

The Chair welcomed David Miller and Angela Tracey who had attended the meeting to present the Looking Forwards document. David began by setting out the purpose and scope of the document. David advised that the document was set up to be a companion document to the Durham City Neighbourhood Plan and was developed by the City of Durham Parish Council Neighbourhood Plan Working Party. David advised that the document was built on the aspirations and views as expressed by local people for the City during the five years of preparation of the Plan. David advised that the document looks forward to greater involvement of the community in making Durham a more creative and sustainable City. Angela advised that the initiatives arising from that process have been included in the Looking Forward document, and cover matters that do not primarily relate to the statutory policies of the Plan or its implementation. David advised that many of the suggestions put forward by the public during the preparation of the Neighbourhood Plan have no direct bearing on statutory planning and are therefore outside the scope of the policies of the Plan; hence the need for the Looking Forward document.

David advised that the document covered initiatives under 6 these – a city with a sustainable future, a beautiful and historic city, a city with a diverse and resilient economy, a city with attractive and affordable places to live, a city with a modern and sustainable transport infrastructure and finally a city with an enriched community life.

Angela highlighted the issue of a community hub; at present there are few places for the public to have meeting in Durham and she felt this was an important issue to take forward.

Cllr E Scott highlighted that there were cross-cutting themes between the Looking Forwards document and those of the Parish Council's own strategy.

Cllr V Ashfield advised that she would be keen to invite David and Angela to a future Environment Committee meeting to further discuss the priorities within the document.

Cllr E Scott thanked David and Angela for their work on the working party and for their time in coming to speak with the Parish Council about the Looking Forwards document. David and Angela thanked the Parish Council for their time and left the meeting.

4. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING

Apologies were received from Cllr C Reeves.

5. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.

None received.

6. PUBLIC PARTICIPATION.

Mr John Lowe made the point that the Looking Forwards document is a public document and not just one for the Parish Council. Mr Lowe advised that he would be grateful of any further publicity the Parish Council may be able to provide for the document which showed a real community aspiration.

7. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25TH APRIL.

The Minutes of the meeting held on the 25th April 2019 were unanimously agreed as a true and accurate record of proceedings.

Proposer: Cllr J Ashby

Secunder: Cllr L Brown

8. COMMITTEE UPDATES

Planning Committee

Cllr R Cornwell provided an update on behalf of the Planning Committee, advising that recent HMO applications had attracted a lot of coverage in the local media. Cllr R Cornwell advised that it is the intention of the Parish Council to carry out an investigation into the levels of HMOs within the Parish.

Cllr R Cornwell also advised that the consultation on the neighbourhood Plan was in full flow and the next consultation drop-in event would be taking place at St. John's Church for anyone wishing to come along. Cllr R Cornwell advised that the comments on the Neighbourhood Plan were welcome.

Cllr R Cornwell advised that the Parish Council's chosen ecologist had carried out his investigation of the proposed new HQ site and had alerted the Parish Council of evidence of the presence of otters by the riverbank at the proposed new HQ site and there was some concern about the wellbeing of the otters as a result of any works to be done on the HQ site.

The Clerk provided a further update on the legal challenge against Durham County Council's proposed new HQ that the County Council had questioned the Parish Council's

Aarhus Convention claim and, as an added protection, the solicitor would be requesting a payment protection order to limit liability for costs of the other side in the event of an unsuccessful challenge.

The Clerk also reported that he had submitted a statement of financial resources to the solicitors to highlight where and how the Parish Council's budget is allocated for the current financial year.

On the matter of responding to Durham County Council's consultation on the de-registration of Common Land at The Sands, Members agreed to delegate responsibility for this to the Parish Council Planning Committee. Cllr R Cornwell also advised that he felt that the Parish Council ought to become members of the Open Spaces Society (OSS) who would be consulted on in relation to the Common Land matter. It was unanimously agreed by members that the Parish Council should apply for membership of the OSS at a cost of £45.

Environment Committee

Cllr V Ashfield set out the current work programme for the Parish Council Environment Committee as follows:

- We have become a partner with Durham in Bloom and have contracted to finance a flower exhibit for 2019.
- We are planning to provide floral panels in Millennium place in 2020.
- We have contracted grass cutting, sustainable planting and the provision of bike racks/ flower tubs in Walkergate, below Milburngate Bridge opposite the back of the Indoor Market;
- We have negotiated a contract with DCC to tidy up land at Highgate and potentially turn the area into sensory garden/park. We will maintain the upkeep of this land in future years.
- We are liaising with the Students Union to progress a Good Neighbour project to support residents with a range of needs including snow clearance in the DCC designated "Priority 2 and 3" areas (which DCC does not cover) for the winter of 2019/20.
- We have established liaison with local secondary schools (primary schools to follow) to investigate the ways in which pupils can influence our proposed programme and support our environmental activities, (e.g. by litter picking, improving flower beds etc).
- We have planned an award for the best kept business frontage, including a competition for the best Christmas display by: independent businesses; chains stores; indoor market stalls, non-retail units.
- Replanting of gardens in front of The Sands flats in conjunction with Durham Sixth Form Centre students.
- We have agreed to contract an Environmental Enforcement Officer with statutory powers to issue fines to individuals and businesses which contravene environmental laws, e.g. litter, abandoned rubbish bins, dog fouling and dangerous parking;
- Subject to full PC agreement, we are advertising for an employee for 15 hours per month to improve the physical environment by litter picking on road sides and riverbanks; washing street signs and highways signs; possibly also street weed control;
- We will bring to full PC costs of carrying out gum removal and provide an anti-gum surface on the lower part of North Road and across Framwellgate Bridge.

Cllr V Ashfield also presented a recommendation to Full Council on behalf of the Environment Committee that the Parish Council undertake a business frontage award competition for Christmas 2019 with the Awards to be presented at a Christmas civic ceremony in early December. The cost for this would be no great than £3,000 (£500 for each award criteria (4 in total - independent businesses; chains stores; indoor market stalls, non-retail units and £1,000 maximum for a civic ceremony). The recommendation was unanimously agreed by Councillors.

Cllr V Ashfield also presented a recommendation to Full Council on behalf of the Environment Committee that the Parish Council undertake a deep cleaning and treatment of the pavement on North Road (both sides of the pavement from Nevilles Street to the North Road end of Framwellgate Bridge), using the specialist cleaning company as recommended by Durham County Council.

The Clerk advised that the need to receive three quotations as per Standing Orders was not possible as the selected company offered an exclusive service not offered by other providers as far as treatment, etc is concerned.

Cllr G Holland expressed some concern over the Parish Council picking up the work which ought to be done by Durham County Council. Cllr V Ashfield advised that Durham County Council did not have any budget allocated towards this work on North Road and stressed the need for this to be done to improve the area. It was unanimously agreed by Councillors to have the work carried out as set out in the report using the chosen specialist company.

Licensing Committee

Cllr L Brown provided an update to the Full Council on behalf of the Licensing Committee in relation to recent Licensing applications.

Cllr L Brown advised that objections had been submitted by the parish Council Licensing Committee in relation to the Odeon application and the Barrio Comida application. Cllr L Brown advised that the Barrio application had gone to Committee and had been approved with various conditions attached. Cllr L Brown also reported that a hearing was also due in relation to the Odeon licensing application.

9. UPDATE FROM CHAIR.

Cllr E Scott provided a verbal update on matters arising since the Full Parish Council meeting on 25 April.

Cllr E Scott advised that the Clerk's probationary period comes to an end at the end of May and a meeting of the Personnel Committee would be taking place at the beginning of June as well as a 6-month review with the Clerk. Cllr E Scott advised that a report on this would come to the June Full Council meeting.

Cllr E Scott also advised that the Council would not meet for a Full Council meeting in August. Members agreed that this was a sensible idea.

Cllr E Scott reminded Councillors of the need to keep all Register of Interests forms up to date and to let the Clerk know of any changes to circumstances.

Cllr E Scott also reminded Councillors of the need to use the official Parish Council .gov.uk e-mail accounts and to speak with the Clerk in the event of any difficulties.

Cllr E Scott also reported that the Parish Council had been contacted by Nick Malyan of the Redhills Appeal, requesting that the Parish Council submit a letter of support in relation to the renovation of the Durham Miners Hall. Cllr E Scott advised that she was minded to support this and this was unanimously agreed by Members.

Cllr L Brown also asked if the Parish Council may wish to purchase a token at a cost of £100. Members unanimously agreed to do this and the Chair instructed the Clerk to make the necessary arrangements for this.

10. MOTION ON ADDITIONAL FINANCIAL CONTRIBUTION TO THE COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS (CDALC)

Cllr J Ashby proposed a motion to Full Council as follows:

"The City of Durham Parish Council agrees to contribute the sum of £1,500.00 to the County Durham Association of Local Councils in recognition of the exceptional support provided in establishing the new Parish Council in 2018/19."

This motion was seconded by Cllr R Cornwell. Cllr R Ormerod advised that he was not in favour of this motion. Cllr E Scott advised that she had carried out some investigation into this via Steve Ragg and advised that, though the Association is currently working on a deficit, it also had approximately £100,000 in reserves. Cllr J Ashby advised that on the basis of this new additional information he would withdraw the motion and Cllr R Cornwell withdrew his seconding of the motion. No objections were raised from Councillors to the withdrawal of the motion. It was therefore resolved that the motion be dropped.

11. CONSIDERATION AND APPROVAL OF RECOMMENDATIONS FOR CHANGES TO THE FOLLOWING:

The Clerk reported that a meeting of the Working Party agreed in April had taken place and a number of amends had been made to the Standing Orders of the Parish Council as well as the Terms of Reference for the Planning, Environment and Licensing Committees. These amends were presented to the Full Council and it was agreed unanimously to adopt these.

12. CREATION OF A BUSINESS REGENERATION COMMITTEE OF THE PARISH COUNCIL

Cllr E Scott advised that The Parish Council had been contacted by a local market trader who has expressed concern regarding the number of events taking place over the coming year which are having a detrimental impact on traders' ability to sell their products during peak times and seasons.

Cllr E Scott advised that, as a Parish Council whose Parish Area includes the City centre of Durham and therefore a high level of businesses, the Parish Council ought to be in a position to represent the views of the business community as a whole as well as seeking to promote Durham as a place to do business. Cllr E Scott advised that the need to work with and represent the views of the business community does not sit within the remit of any of the Parish Council's existing Committees and Cllr E Scott therefore proposed that a new Business Committee of the Parish Council be set up to represent the views of local traders, to understand and seek to resolve any issues identified as adversely impacting on their businesses and also look to regenerate empty shopping units or areas within the City. Cllr V Ashfield advised that she felt that this was a very good idea. It was unanimously agreed that the Business Committee be set up. Cllrs E Scott, G Holland, R Ormerod, V Ashfield and E Ashby agreed to become Members of the new Committee.

Cllr E Ashby asked whether it would be appropriate to amend the proposed draft Terms of Reference. It was agreed that the terms of reference as presented in the report be accepted as draft for the time being and the Committee review the Terms of Reference at its first meeting and then report any amends to Full Council for formal approval.

13. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS

It was agreed that the Parish Council representatives on local organisations for the ensuing year would be as follows:

Local organisation/ body	City of Durham Parish Council representative
Community Engagement task Force	Alan Doig and John Ashby
Community Engagement task Force sub group - Economic	Esther Ashby
Community Engagement task Force sub group - Culture	Carole Reeves
Community Engagement task Force sub group - Citizenship	Victoria Ashfield
Community Engagement task Force sub group - Lived Environment	John Ashby
Community Engagement task Force sub group - Durham for All	Judith Atkinson
Durham Access group	Liz Brown

Councillors also advised that there was a need to select the official representative for the Assembly Rooms Theatre working party and the CDLAC groups. The Clerk also reported that he had been contacted about having a rep for the Shakespeare Hall. Cllr E Scott asked that the reps for the Theatre, CDALC and a decision on whether to take part in the Shakespeare Hall management team be deferred to the next Full Council meeting.

14. PARISH COUNCIL COMMITTEE MEMBERSHIP

It was agreed that the Parish Council Committee membership for the ensuing year would be as follows:

Planning Committee (7 members)

Roger Cornwell
John Ashby
Victoria Ashfield
Liz Brown
Jonathan Elmer
Carol Reeves
Grenville Holland

Environment Committee (8 members)

Victoria Ashfield
Esther Ashby
Jonathan Elmer
David Freeman
Saul Cahill
Mandy Ross
Judith Atkinson
Liz Brown

Licensing Committee (6 members)

Liz Brown
Esther Ashby
Roger Cornwell
David Freeman
Carol Reeves
Alan Doig

Finance Committee (6 members)

Alan Doig
John Ashby
Victoria Ashfield
Richard Ormerod
Esther Ashby
Elizabeth Scott

Personnel Committee (5 members)

Elizabeth Scott
Roger Cornwell
Carol Reeves
David Freeman
Grenville Holland

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2018/19

The Clerk reported that the internal auditor had now completed his audit and had provided an internal audit report and had signed off the accounts for 2018/19.

Councillors took each recommendation as follows:

Councillors agreed to the action points arising from the report of the internal auditor

Councillors approved the Annual Governance Statement

Councillors approved the draft annual accounts for 2018-19

Councillors approved the Accounting Statement and explanation of variances

16. CYCLE OF MEETINGS

Councillors approved the dates of meetings for the ensuing year as per the list below:

2019

27 June

25 July

26 September

24 October

21 November

12 December

2020

23 January

27 February

26 March

23 April

Cllr R Cornwell made a request that next year the Annual Parish meeting and the Annual general Meeting of the Parish Council be on separate evenings.

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

Signed,

Chair of City of Durham Parish Council.
27 June 2019

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 10th May 2019 in Office 2, Clayport Library Building. Durham. DH1 1WA

1. Welcome and apologies

Apologies were agreed and accepted by Cllr C Reeves.

2. To receive any declarations of interest from members.

The Clerk declared an interest in planning application DM/19/01084/FPA

3. To receive and approve as a correct record the minutes of the meeting on 26 April 2019.

The Minutes of the meeting held on 26th April were unanimously accepted as a true and accurate record of proceedings.

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

No representations were received.

5. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA):

a. Progressing the CrowdJustice fundraising – the Clerk reported that the amount raised to date on the CrowdJustice website was between £6,000 - £7,000 and further pledges had been promised. Cllr J Ashby noted that the SNCF had been very active in receiving funds for this campaign and submitting funds to the fund webpage. As a result, the number of pledges reported on the webpage will be less than the actual numbers who had donated to the campaign.

b. To consider the Council's response to our pre-action letter and any advice from our solicitors – the Chair reported that the County Council had now responded to the Parish Council's pre-action letter requesting the quashing of planning permission of the new HQ, disputing the grounds submitted for objection. As a result of which, the Barrister acting on behalf of the Parish Council was now compiling a statement of facts and grounds to take the application forward to judicial review.

c. Nearly zero buildings: to consider the draft letter – Members agreed the following response to go to the County Council in relation to the matter of carbon neutrality of the new County HQ building:

Thank you for your reply to Janet George regarding regulations about energy requirements for public building. Ms George has passed it to the Parish Council for our consideration.

We share with her a range of concerns which we consider your reply has not satisfactorily answered.

1. Reference to "fabric first" only begins to answer the question. The "fabric" only refers to the construction of the building. It does not include reducing the carbon consumption in the daily functioning of the building, for example avoiding carbon-based fuel for heating, cooling, lighting, office equipment (pcs, copiers, printers,) and food & drink preparation for the cafe & workplace drinks.

Parish Councillors and others asked questions at the presentation last year at Freeman's Quay and at the County Planning Committee meeting on 5

March 2019 about avoiding carbon-based fuel, for example the integration into the design of solar panels, heat pumps, wind and water energy production (including e.g. an Archimedes Screw). Does the Council propose to achieve this and if so, how?

2. The Council's plans make no mention as to how it will achieve only carbon neutral vehicles attending the HQ, although County Councillors at the 5th March planning meeting referred to the air quality issues being temporary as in ten years the building would be serviced by electric vehicles. Are you hoping to achieve this and if so how and by when?

3. The building ought to be built to a recognised environmental standard otherwise there is no way of assuring compliance with an efficiency target. Standards could be either Code for Sustainable Homes (Cosh) or Passivhaus. Have these standards been considered and if so, what is your response to the exercise?

These options were not included in the Preferred Options paper which indicates a major failing. The "Preferred Options" could have created a policy requirement for achievement of a recognised environmental design standard. Are you proposing to rectify this omission?

The Parish Council has adopted the terms of the Climate Emergency, to achieve neutrality by 2030

d. Any other relevant developments – the Clerk reported that the Parish Council's chosen ecologist had been on site and the Parish Council were hoping to receive a full report on the ecological characteristics of the trees at the Sands.

6. Matters arising: to approve the following responses (for text of letters see parish web site):

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 extension and external alterations. | 51 Whinney Hill Durham DH1 3BD (revised details). The Parish Council response to this application was agreed and the Chair reported that this application would be considered at the forthcoming Central East County Planning Committee on 14th May 2019. It was agreed that Cllr V Ashfield should represent the Parish Council at this Committee meeting.

DM/19/00761/FPA | Two storey rear extension and loft conversion with rooflights for C4 house in multiple occupation (6 bedrooms). | 6 May Street Durham DH1 4EN. The objection for this application was agreed and submitted to DCC.

DM/19/00855/FPA | Erection of 1 no. detached bungalow | Land At Flass Bungalow Flass Vale Durham DH1 4BN. The objection for this application was agreed and submitted to DCC.

DM/19/01084/FPA | Infrastructure works including provision of new footpath route, highways works including new signalised crossing at the Hollingside Lane and South Road junction, and the creation of a car park of up to 215 spaces at Upper Mountjoy | Land South Of The New Inn Junction Along South Road To Mount Oswald And Hollingside Lane To Upper Mountjoy. The objection for this application was agreed and submitted to DCC.

DM/19/01156/FPA | External alterations of new windows, door and roof light to rear elevation and internal alterations to an existing sui generis HMO (8 bedrooms). | 53 Hawthorn Terrace Durham DH1 4EQ. Cllr L Brown agreed to draft an objection to this application.

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

The Chair advised that the Clerk had been working closely with the Neighbourhood Plan Working Party and the necessary printing was taking place. Each Parish Councillor would receive a hard copy of the Neighbourhood Plan. The Chair also advised that the consultation on the Plan was due to start next week with a number of consultation drop-in events planned during the consultation. The Clerk agreed to circulate the details of these events.

8. Planning applications: To consider making representations on the following:

DM/19/00876/FPA | Replace existing septic tank with sewage treatment plant with petrol interceptor and soakaway. | Kepier Farm Kepier Lane Gilesgate Durham DH1 1LB. The Chair advised this application is outside the Parish area and therefore it was **agreed** to write to the County Council to advise this.

DM/19/01150/FPA | Rear single-storey extension and external brick chimney | 4 Wilkinson Walk Durham DH1 3U. It was **agreed** to note this application.

DM/19/01164/FPA | Provide 6-bedroom C4 residential accommodation with shared living space and small extension to the rear and dormer loft conversion. | 9 And 9A Silver Street Durham DH1 3RB (deferred from 26 April). It was **agreed** to object to this application and to call this to the Central East County Planning Committee. Cllr R Cornwell agreed to draft the objection letter.

DM/19/01275/FPA | Single Storey Rear Extension and Internal Alterations | 19 Faraday Court Nevilles Cross Durham DH1 4FG. It was **agreed** to note this application.

DM/19/01287/VOC | Variation of condition 4 (archaeology) of planning permission DM/17/01961/VOC | Site Of Former 17 South Bailey Durham DH1 3EE. It was **agreed** to note this application.

DM/19/01334/FPA | Single storey rear extension | 20 Faraday Court Nevilles Cross Durham DH1 4FG. It was **agreed** to note this application.

9. Dates of future meetings

24 May 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

7 June 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

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.

10. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA): to consider confidential correspondence and related

developments. The Chair advised that this matter had been sufficiently dealt with as per item 5 on the Agenda. No further discussion on this matter took place.

Signed

Chair of the City of Durham Parish Council Planning Committee.

City of Durham Parish Council

Minutes of Planning Committee meeting held at 14:00 pm on Friday 24th May 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

1. To elect a chair for the Committee for the ensuing year.

The Clerk opened the meeting and asked if there were any nominations for the position of Chair. Cllr L Brown proposed Cllr R Cornwell and this was seconded by Cllr G Holland. Cllr R Cornwell was unanimously elected Chair of the Parish Council Planning Committee.

2. To elect a vice-chair for the Committee for the ensuing year.

The Chair thanked Members for their support and asked if there were any nominations for the role of Vice Chair. Cllr V Ashfield proposed Cllr J Ashby and this was seconded by Cllr G Holland. Cllr J Ashby was unanimously elected Vice-Chair of the Parish Council Planning Committee.

3. Welcome and apologies

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

Also present: Parish Clerk Adam Shanley

Apologies: Cllr C Reeves

4. To receive any declarations of interest from members.

None received.

5. To receive and approve as a correct record the minutes of the meeting on 10 May 2019.

The Minutes of the meeting held on 10th May were unanimously agreed as a true and accurate record of proceedings.

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

None received.

7. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA):

a. Update on latest position and any matters referred from the Parish Council meeting on 23 May.

The Clerk advised that there were no further updates following the Full Council meeting on 23rd where it was reported that the legal papers had now been filed with the court in London seeking a judicial review of the planning application.

Cllr G Holland said that the welfare of the City needed to be emphasized as part of any judicial review.

b. Progressing the CrowdJustice fundraising.

The Clerk reported that almost £9,500 had been raised as part of the CrowdJustice campaign and this would run until such a time of the Parish Council's choosing.

c. De-registration of the Common land at The Sands.

It was agreed that Cllr J Ashby would draft a response to Durham County Council's initial invitation for comments on this matter, before going out to formal consultation.

d. Any other relevant developments

The Clerk reported that he had received a copy of the ecologist's report. The meeting expressed concern over the welfare of the otters. The report stipulated that there was some evidence of otters at this site.

8. Matters arising:

a. Update on matters determined by County Council Planning Committees: DM/18/03487/VOC: Opening hours for the Odeon Luxe cinema.

Cllr R Cornwell advised that the Parish Council had objected to this application but had lost at Committee. Cllr R Cornwell advised that he would be representing the Parish Council at a Licensing Committee hearing on 4th June in relation to the Odeon Licensing application.

DM/19/00324/AD: Signage on the "Student Castle", Claypath

Cllr R Cornwell advised that this application had also been approved despite the Parish Council's objection to this.

DM/19/00371/FPA – Change of use to student HMO, Corner House, Potters Bank.

Cllr R Cornwell advised that this particular application had received a lot of press coverage. Cllr R Cornwell advised that the Neighbourhood Plan did have a policy not to rely solely on Council tax information. Cllr L Brown advised that there was a need to gather all necessary data on whereabouts of the existing HMOs.

DM/19/00649/FPA - Change of use to student HMO, 51 Whinney Hill.

Cllr R Cornwell advised that this application had been refused.

b. to approve the following responses (for text of letters see parish web site): DM/19/01164/FPA | Provide 6-bedroom C4 residential accommodation| 9 And 9A Silver Street Durham DH1 3RB.

The letter for this application was unanimously approved by the meeting.

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

The Clerk reported that all the printing had been carried out and everything was up to date on this.

The Chair reported that the consultation was ongoing and encouraged Councillors to go along to the drop-in events.

Cllr J Elmer advised that he felt that the Looking Forward document was excellent and could probably act as a good guide for the Environment Committee. Cllr Ashfield advised that she would like to invite David Miller and Angela Tracey to a future Environment Committee meeting to talk more about this.

It was felt that the Looking Forward document ought to go on to the Parish Council website. Cllr J Ashby advised that this should be the case with one stipulation that the current logo on the document ought to be removed as the Parish Council was now responsible for the Neighbourhood Plan.

10. Planning applications: To consider making representations on the following:

DM/19/00888/FPA | Change of use from A1 (Retail) to A3 (Restaurant/Cafe) including extension and external alterations comprising new shopfront, entrance doors and internal sub-division | 38 The Riverwalk Millburngate Durham DH1 4SL. It was **agreed** to note this application.

DM/19/01333/FPA | Change of use from Corral Betting Shop (Sui Generis) to bar (Use Class A4) including alterations to side elevation. | 66 Saddler Street Durham DH1 3NP. It was agreed to defer a decision on this application pending further investigation. Cllr L Brown agreed to draft a response ahead of the next Planning Committee meeting.

DM/19/01348/FPA | Refurbishment of Existing Frames and Sills plus Replacement of Sashes of Existing Timber Windows with the Addition of Double Glazed Units | Edale 22 Crossgate Peth Durham DH1 4PZ. It was **agreed** to send a letter of commendation on this application as the Committee felt this was an improvement to the current situation.

DM/19/01359/LB and **DM/19/01365/AD** | Two hanging banners on the front elevation of the Town Hall. | Town Hall Market Place Durham DH1 3NJ. It was **agreed** to object to this application and Cllr J Ashby offered to draft the letter of objection.

DM/19/01397/FPA | Change of use of premises from A3 cafe to a mixed use A1 shop and A4 drinking establishment. Opening hours 10 - 23.00. | 76 North Road Durham DH1 4SQ. It was **agreed** to note this application, however Cllr L Brown felt that this was an example where DCC Licensing and Planning ought to work more closely together.

DM/19/01407/FPA | Alterations to front boundary wall and driveway to include new off-street parking space | 9 Crossgate Peth Durham DH1 4PZ. It was **agreed** to note this application.

DM/19/01414/FPA | Change of use, extension and alteration of windows to the principal elevation of a dwelling (Class C3) to a small House in Multiple Occupation (Class C4). (Amended details resubmission of DM/18/01270/FPA) | 22 Mitchell Street Durham DH1 4DQ. It was **agreed** to note this application.

DM/19/01427/PNT | Prior notification for the installation of a 20m monopole supporting 3no. antennas, 4no. equipment cabinets, 1 no. meter cabinet and ancillary development including 1no. GPS module. | Land To The South Of Stockton Road Graveyard St Oswalds Church Stockton Road Durham. It was **agreed** to object to this application and Cllr J Elmer offered to draft the letter of objection.

DM/19/01465/FPA | Demolition of existing garden store and erection twostorey extension to rear of dwelling (use class C3). | 32 Lawson Terrace Durham DH1 4EW. It was **agreed** to call this application to Committee and Cllr L Brown offered to provide some research into this application.

At this stage of the meeting, Cllr L Brown proposed that Standing Orders on the timing of the meeting be suspended to allow further time to discuss the remaining part of the Agenda. This was seconded by Cllr J Ashby and unanimously agreed by the Committee.

DM/19/01495/FPA | Construction of a Cycleway/Footpath with wider footpath improvements. | Mount Oswald Golf Club (Durham Uni Site) South Road Durham DH1 3TQ. It was **agreed** to note this application.

DM/19/01503/AD | Internally illuminated light box to display information related to St. Cuthbert and The Journey Statue. | The Journey Millennium Place Durham. It was **agreed** to note this application.

11. Dates of future meetings:

7 June 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

21 June 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

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.

12. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA):

- a. to consider confidential correspondence and related developments.
- b. Tree felling work: report of Ecologist

The Chair felt that all matters in Item 12 had been dealt with sufficiently under item 7 of the Agenda. 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 7th June 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

Present: Cllr J Ashby (in the Chair), Cllr V Ashfield, Cllr L Brown and Cllr G Holland

Also present: Parish Clerk Adam Shanley, Cllrs E Ashby and A Doig and 2 members of the public.

1. Welcome and apologies

Apologies were received from Cllr R Cornwell.

2. To receive any declarations of interest from members.

None received.

3. To receive and approve as a correct record the minutes of the meeting on 24 May 2019.

The minutes of the meeting held on the 24th May 2019 were accepted as a true and accurate record of proceedings.

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

2 representatives of Durham United FC attended the meeting to discuss the possibility of erecting a notice in the city centre to increase resident awareness of the teams' activity. They advised that DUFC currently has 38 junior teams and a few senior teams; all totalling over 300 participants and they were keen to encourage greater awareness and participation in the sport.

Cllr J Ashby advised that a number of Parish Councillors did have access to the keys for various noticeboards in the parish area and would be happy to help the team.

Cllr G Holland encouraged the representatives to also seek University involvement in their work.

The representatives thanked the Planning Committee for listening and agreed that the noticeboards idea would be an ideal one.

The Chair thanked the DUFC representatives for attending the meeting and making their case to the planning committee. The two representatives left the meeting.

The Chair at this point explained that Cllr Doig was attending to discuss the project of the HMO investigation and that Cllr E Ashby was attending the meeting to discuss planning application **DM/19/01503/AD**. The Chair advised that he would invite both to speak when the relevant item came up for discussion according to the course of the Agenda.

5. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA):

The Clerk provided the update that the County Council had now acknowledged receipt of service and the Parish Council was now waiting until a decision on whether the application is to be heard in a judicial review had been received. This is expected in September 2019.

The Clerk also reported that the CrowdJustice campaign was now just below £10,000. Members felt that fundraising on this should be ramped up again in September depending on the outcome of the Judge's decision as to whether the case is to be heard at judicial review stage.

The Chair also reported that he had received a copy of correspondence from a resident who has written to the Head of Planning at DCC to voice their objection to the plans.

6. Matters arising:

- a. to approve the following responses (for text of letters see parish web site):

DM/19/01333/FPA | Change of use from Corral Betting Shop (Sui Generis) to bar (Use Class A4) including alterations to side elevation. | 66 Saddler Street Durham DH1 3NP. Cllr L Brown advised that there is nothing to object to with this application at present and therefore no objection letter had been submitted.

DM/19/01348/FPA | Refurbishment of Existing Frames and Sills plus Replacement of Sashes of Existing Timber Windows with the Addition of Double Glazed Units | Edale 22 Crossgate Peth Durham DH1 4PZ. The response to this application was approved by Members.

DM/19/01359/LB and **DM/19/01365/AD** | Two hanging banners on the front elevation of the Town Hall. | Town Hall Market Place Durham DH1 3NJ. The response to this application was approved by Members.

DM/19/01427/PNT | Prior notification for the installation of a 20m monopole supporting 3no. antennas, 4no. equipment cabinets, 1 no. meter cabinet and ancillary development including 1no. GPS module. | Land To The South Of Stockton Road Graveyard St Oswalds Church Stockton Road Durham. The response to this application was approved by Members.

DM/19/01465/FPA | Demolition of existing garden store and erection two-storey extension to rear of dwelling (use class C3). | 32 Lawson Terrace Durham DH1 4EW. The response to this application was approved by Members. Cllr L Brown also advised that she had written to officers at DCC on this in relation to the verification of this application.

- b. to reconsider the below application (discussed at meeting of 24th May 2019)

DM/19/01503/AD | Internally illuminated light box to display information related to St. Cuthbert and The Journey Statue. | The Journey Millennium Place Durham (reconsideration). The Chair welcomed Cllr E Ashby to the meeting to discuss this application. Cllr E Ashby advised that she felt strongly that the Parish Council Planning Committee ought to make a representation on this application. She advised that she felt that the plans meant that there is lots to be go into the written content; which meant either small text and therefore difficult to read or alternatively a large light box. Cllr E Ashby also expressed concern at the potential moving of the statue.

It was **agreed** that Cllr E Ashby ought to draft a response to this application and circulate for approval to Members; the response should stress the need to have the statue remain where it is currently.

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

Cllr J Ashby reminded Members of the ongoing public consultation on the draft Neighbourhood Plan and encouraged Members to participate. Cllr J Ashby advised that there may need to be some amends to the policy relating to HMOs in the Neighbourhood Plan.

8. Student HMOs

The Chair welcomed Cllr A Doig to the meeting and invited him to speak on this matter.

Cllr A Doig reminded Members that, at the March Full Parish Council meeting, Members discussed carrying out an investigation into the level of HMOs within the Parish area.

Cllr Doig advised that he was aware of a PHD student who would carry out this investigation on behalf of the Parish Council using a variety of data source; amongst which data provided by the University itself. Cllr Doig reported that he and Cllrs J Ashby and Cornwell as well as the Clerk had recently met with the PHD student who is going to be carrying out this work and agreed the following task with her:

To test the percentages of HMO properties in an area as derived by Durham County Council for planning officers to use in applying the Interim Policy on Student Accommodation (and incorporated into Policy 16 of the Pre-Submission Draft of the County Durham Local Plan (DCLP). The percentages quoted in planning officers' reports

have been challenged from a number of quarters as being significantly deficient, largely for being lower than the reality from local knowledge of residents in the particular area. Such local knowledge is regarded as unreliable by the County Council, which claims that its use of Council Tax data identifying properties that are exempt from Class N Council Tax (the student exemption) is robust and consistent. The purpose of the task is to identify a reliable, repeatable, speedy, and unbiased methodology using available sources to calculate the percentage of HMO properties in an area.

The Chair advised that this information is needed urgently as an evidence base for assessing representations on Policies D2 and D3 of the Regulation 14 Consultation Draft Durham City Neighbourhood Plan (DCNP), the consultation period for which ends on 28 June.

Cllr A Doig reported that the agreed fee for carrying out this first tranche of work is no more than £1,200 and this will be done on a self-employed basis.

Cllr V Ashfield put forward a proposal that Standing orders be suspended to allow the urgent investigations works to be carried out at the agreed fee. This was seconded by Cllr L Brown and unanimously agreed by the Committee. The Clerk advised that he would make Members of the Full Parish Council aware of this decision.

9. Planning applications: To consider making representations on the following:

DM/19/01308/FPA | Change of use and subdivision of 1no A2 (financial Institution) unit to 1no sui-generis (distillery) unit and 1no A3 (cafe) unit including the installation of 4no. windows to south elevation | 30 High Street Durham DH1 3UL. It was reported that Cllr R Cornwell had drafted an agreed objection to this application and the Clerk agreed to submit this. It was **agreed** to note this application.

DM/19/01370/AD | Erection of 1no. non-illuminated fascia sign and 2no. fully retractable projecting awnings. | Newcastle Building Society 25 Elvet Bridge Durham DH1 3AA. It was **agreed** to note this application.

DM/19/01412/FPA | Demolition of 3 buildings, sections of wall, tree and scrub clearance in association with archaeological excavation/investigative works | University Nursery Old Elvet Durham DH1 3HN. It was **agreed** to note this application.

DM/19/01442/FPA | Installation of an air conditioning unit to the rear (Retrospective) | 81 New Elvet Durham DH1 3AQ. It was **agreed** to note this application.

DM/19/01463/AD | Erection of 2no. non-illuminated fascia signs, 1no. window graphic and 1no. non-illuminated projecting hanging sign.

| Country Fashions 10 - 11 Silver Street Durham DH1 3RB. It was **agreed** to note this application.

DM/19/01531/FPA and **DM/19/01532/LB** | Installation of 2 no. fully retractable projecting awnings to existing shopfront. | 25 Elvet Bridge Durham DH1 3AA. It was **agreed** to note this application.

DM/19/01578/FPA and **DM/19/01579/LB** | Construction of passive ventilation system (including lowering of ground level, retaining walls, ventilation stack, staircase and metal railings). | Durham University University College Durham Castle Palace Green Durham DH1 3RW. It was **agreed** to send a letter of commendation on this application. Cllr J Ashby agreed to draft this letter.

DM/19/01582/FPA | Extension to existing kitchen to rear of property with internal alterations from 4-bedroom C4 HMO to 5-bedroom C4 HMO. | 18 East Atherton Street Durham DH1 4DG. It was **agreed** to object to this application. Cllr L Brown agreed to draft the response to this and call it to Committee if minded for approval.

DM/19/01590/FPA | Erection of storage building for boats. | Old Coal Yard Green Lane Durham DH1 3JU. It was **agreed** to note this application.

DM/19/01602/FPA | Construction of temporary construction access to serve Phases 5 (self-build plots) and 6 (walled garden) | Mount Oswald Golf Club South Road Durham DH1 3TQ. It was **agreed** to note this application.

DM/19/01612/FPA | Two-Storey Front, Side and Rear Extensions | Fourstones Newcastle Road Crossgate Moor Durham DH1 4HX. It was **agreed** to note this application.

DM/19/01635/FPA | Installation of dormer window in roofspace to rear of dwelling. | 6 Albert Street Durham DH1 4RL. It was **agreed** to note this application.

DM/19/01640/FPA | Erection of 1.5 storey side elevation with integrated garage and remodelled entrance | Arndor Farnley Hey Road Durham DH1 4EA. It was **agreed** to note this application.

DM/19/01666/LB | Listed building consent for the formation of a new internal doorway between family room and dining room. | 55 South Street Durham DH1 4QP. It was **agreed** to note this application.

DM/19/01688/AD | Amendments to existing hanging sign | The Holy Grail 57 Crossgate Durham DH1 4PR. It was **agreed** to note this application.

DM/19/01699/FPA | First Floor Side and Single-Storey Rear Extension (Re-submission DM/18/02763/FPA) | 14 Aykley Green Durham DH1 4LN. It was **agreed** to note this application.

DM/19/01700/FPA | Change of use from Class C3 dwellinghouse to Class C4 House in Multiple Occupation | 3 Juniper Way Durham DH1 4GZ. It was **agreed** to object to this application. Cllr L Brown offered

to draft the letter of objection to this application.

DM/19/01711/FPA | Demolition of sections of enclosure and provision of access in association with use of a car park and associated works | Durham Sixth Form Centre The Sands Durham DH1 1SG. It was **agreed** to object to this application. Cllr J Ashby offered to draft the letter of objection to this application. It was also **agreed** for the Parish Council to call this application to the Central East County Planning Committee.

10. Dates of future meetings

21 June 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

5 July 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

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

Signed,

Chair of the City of Durham Parish Council Planning Committee

ITEM 6: REPORT ON HMO INVESTIGATION PROJECT

Members will recall at the March Full Parish Council meeting, Members discussed carrying out an investigation into the level of HMOs within the Parish area.

Cllr Doig tabled this proposal and advised that he was aware of a PHD student who would carry out this investigation on behalf of the Parish Council using a variety of data source; amongst which data provided by the University itself.

Cllrs Doig, J Ashby, Cornwell and the Clerk met with the PHD student at the beginning of June. She has agreed to carrying out this work and we agreed the following task with her:

1. The task is to test the percentages of HMO properties in an area as derived by Durham County Council for planning officers to use in applying the Interim Policy on Student Accommodation (and incorporated into Policy 16 of the Pre-Submission Draft of the County Durham Local Plan (DCLP). The percentages quoted in planning officers' reports have been challenged from a number of quarters as being significantly deficient, largely for being lower than the reality from local knowledge of residents in the particular area. Such local knowledge is regarded as unreliable by the County Council, which claims that its use of Council Tax data identifying properties that are exempt from Class N Council Tax (the student exemption) is robust and consistent. The purpose of the task is to identify a reliable, repeatable, speedy, and unbiased methodology using available sources to calculate the percentage of HMO properties in an area.
2. This information is needed urgently as an evidence base for assessing representations on Policies D2 and D3 of the Regulation 14 Consultation Draft Durham City Neighbourhood Plan (DCNP), the consultation period for which ends on 28 June. A subsequent task is the compiling of a comprehensive and reliable data base recording the presence of HMOs in Durham City for the Examination in Public into the County Local Plan that is expected later in 2019 or early in 2020.
3. The first hurdle to tackle is that Policy 16 of the DCLP and Policies D2 and D3 of the DCNP define the relevant area as a 100-metre radius around the location of a proposed HMO, but some of the data sources currently to hand are in post code areas. For this urgent first task there isn't time to re-commission those data sources into 100 metre radius areas around the test locations, so the post code units will have to suffice.
4. So, on that basis, this first task is:
 - Assemble the set of test examples of planning applications involving the creation or extension of a Class C4 or Sui Generis House in Multiple Occupation.
 - identify the post code areas that most closely represent a 100 metres radius circle around each of these application site
 - read off the numbers of properties that the University's latest data base (December 2018) says are student-occupied properties in those post code areas (excluding PBSAs - they will have their own post code, thankfully)
 - read off the Ordnance Survey data base the number of residential properties of all kinds in those post code areas
 - calculate 3 as a percentage of 4
 - compare with the County Council's percentage in the Planning Officer's report.
 - Also record whether the Officer recommended approval or refusal in relation to the Interim Policy

- Also record whether, if it went to Planning Committee, whether the application was approved or refused in relation to the Interim Policy
- Also record, if the refusal went to Appeal, whether the appeal was upheld or dismissed in relation to the Interim Policy
- Repeat for every test case.
- Write a report comparing the County Council’s percentages with this test set of percentages, and draw a conclusion.
- Include an appendix with all the detailed test cases.

The agreed fee for carrying out this first tranche of work is **no more than £1,200** and this will be done on a self-employed basis. At its meeting on 7th June, the Parish Council Planning Committee put forward a proposal to have Standing orders suspended and to have this work carried out ahead of the 28th June by the PHD student. The Clerk wrote to all Members to advise this on the 11th June.

Cllr Ashby and the Clerk met with the PHD student on the 19th June and the work is progressing well. A report on the outcome of this investigation will be reported at the next Parish Council meeting.

A second phase to this project will be required to ensure that all new HMO planning applications within the Parish are considered accurately against the University’s data on student HMOs. The parameters of this second phase of investigation are still under consideration and will require a meeting with the University to further discuss this.

DECISION REQUIRED	For Members to ratify the decision taken as per correspondence on 11 th June to suspend Standing Orders to approve the expenditure as set out in this report and to approve the appointment of the PHD student to carry out this work on a fixed term basis.
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ITEM 6: RECOMMENDATION TO CONTRACT THE SERVICES OF AN ECOLOGIST TO INVESTIGATE OTTER ACTIVITY AT THE SANDS.

Members will recall that the Parish Council recently engaged the services of a local ecologist to carry out an ecological survey of the trees by the Sands to gather information about their potential for nesting. Concern had been raised about the granting of planning permission to fell the trees to support the construction of the new County Hall building.

Whilst the Preliminary Ecological Assessment concluded that the trees themselves are of low ecological value; with the site being dominated by semi-mature and occasional early mature trees, the ecologist did note evidence of the presence of otter - two recent spraints were noted on exposed rocks within the river during the walkover survey. The river bank also has features with the potential to be used by otter as resting sites. Furthermore, construction phase activity is likely to lead to disturbance and direct impact along the river bank and an increase in lighting during the occupational phase could also disrupt the use of the river as an otter commuting route.

Cllr Brown and the Clerk recently met with a local otter specialist who is concerned about the County Hall plan and its impact on the surrounding ecology of the area. The specialist was able to identify a number of holes at the location of the site; any one of which may be an otter holt.

Otter are a fully protected species under the Conservation of Habitats and Species Regulations 2017 and Wildlife and Countryside Act 1981 (as amended) and the specialist has recommended that the Parish Council engage the advice of an ecologist who specialises in the otter species. The Parish Council's chosen ecologist for the tree survey is such an ecologist and it is recommended that the Parish Council engage his services once more to carry out this further investigation.

The Clerk has contacted the Parish Council's chosen ecologist who has confirmed that he would be happy to complete an otter survey along the river frontage to assist with the Parish Council's understanding of the ecology of this area.

The ecologist would look to cover the area immediately around the proposed development, and as far as 200m up and down stream where safe access allows. The survey would look for any evidence of otter activity such as footprints, territorial marking sites and feeding remains, in addition to places of rest (holt locations) in the river bank. For reasons of health and safety and the inherent risks of working close to water, the ecologist has recommended that two members of staff complete this work. Survey data will be most accurate if completed after a spell of settled weather, when river water levels are at a usual summertime level.

The results of the survey would then be described via an update to the existing ecological report provided for this site. This would include a description of the survey methods used, results and assessment of potential impacts. The ecologist would also include recommendations for any protected species licensing, mitigation and site safeguards for the otter.

The otter field survey would be completed and the existing report updated for the sum of **£667.00 + VAT**. This price includes travel.

DECISION REQUIRED	For Members to agree to further engage the services of the same ecologist who carried out the initial assessment of the area and to request that he carry out an otter assessment as set out in the report.
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CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on 1st May 2019 at 12:30 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET.

Present:

Councillors V Ashfield (Chair), J Atkinson, E Ashby and M Ross.

Also present: Parish Clerk A Shanley and Belinda Snow (DCC Officers).

1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees. Apologies were received from Cllrs S Cahill, J Elmer and R Ormerod.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. PUBLIC PARTICIPATION

None received.

4. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 16TH APRIL 2019.

The Minutes of the meeting held on 16th April 2019 were accepted as a true and accurate record of proceedings, subject to "E Ashby" being changed to "J George" in reference to the request to have the bins and backyards numbered by DCC.

5. MATTERS ARISING

No matters arising from the Minutes of 16th April 2019.

6. DISCUSSION ON ENVIRONMENT COMMITTEE PRIORITIES

The following items were discussed and the agreed action points were taken.

Proactive, more of the things we like:

Agreed action	Cost (pa)
We have become a partner with Durham in Bloom and have contracted to finance a flower exhibit for 2019.	2,500
We are planning to provide floral panels in Millennium place in 2020.	(2020)
We have contracted grass cutting, sustainable planting and the provision of bike racks/ flower tubs in Walkergate, below Milburngate Bridge opposite the back of the Indoor Market;	Tba
We have negotiated a contract with DCC to tidy up land at Highgate and potentially turn the area into sensory garden/park. We will maintain the upkeep of this land in future years.	Cost-free this year Maintenance costs in future years
We are liaising with the Students Union to progress a Good Neighbour project to support residents with a range of needs	1,000

including snow clearance in the DCC designated "Priority 2 and 3" areas (which DCC does not cover) for the winter of 2019/20.	
We have established liaison with local secondary schools (primary schools to follow) to investigate the ways in which pupils can influence our proposed programme and support our environmental activities, (eg by litter picking, improving flower beds etc).	500 for first project
We have planned an award for the best kept business frontage, including a competition for the best Christmas display by: independent businesses; chains stores; indoor market stalls.	500 plus costs of awards event (2,000?)

Reactive, remove / reduce some of the things we don't like.

Agreed Action	Cost (pa)
We have agreed to contract an Environmental Enforcement Officer with statutory powers to issue fines to individuals and businesses which contravene environmental laws, e.g. litter, abandoned rubbish bins, dog fouling and dangerous parking. The Clerk is to meet with Belinda Snow to agree a Service Level Agreement and report back to the next Environment meeting.	5,000 recurring annually (plus, grant requested from AAP of 5,000)
Subject to full PC agreement, we are advertising for an employee for 15 hours per month to improve the physical environment by litter picking on road sides and riverbanks; washing street signs and highways signs; possibly also street weed control;	Approx. 2,500
We will bring to full PC costs of carrying out gum removal and provide an anti-gum surface on the lower part of North Road and across Framwellgate Bridge.	10,000 – 12,000
We have asked for an estimate for cleaning the pillars outside the Freemans Quay swimming pool (not carried out by DCC)	Cost tba

Belinda Snow asked the Committee to define what exactly they wished the Neighbourhood Warden to do. The Committee felt that littering, dog fouling, industrial and residential fly tipping and enforcement ought to be prioritised. It was agreed that the Clerk should meet with Belinda Snow and define the SLA to be put in place.

Members also discussed the idea of subsidising public transport for under 18s on a particular day and a particular bus route. It was agreed that Cllrs Ashfield and Ross should meet with the school Councils and discuss this further to pinpoint exactly where would have the most benefit. Cllr E Ashby advised that the Parish Council would need to get DCC and the bus operators involved with this.

Cllr Ross also reported that she had received feedback following visits to Durham Johnston and St Margaret's that the pupils were particularly concerned about recycling and were looking for assistance to set up some sort of recycling scheme.

7. AOB

None received.

8. TO IDENTIFY FUTURE TOPICS FOR DEBATE WITH DCC OR OTHER PARTNERS.

The Committee agreed that the current list of projects was sufficient at this time and further projects should be looked into at a later stage.

9. DATES OF FUTURE MEETING

The Chair advised that the next meeting of the Environment Committee would take place on 21st May at 17:30pm.

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 21st May 2019 at 17:15 in Office 2, Clayport Library Building. Durham. DH1 1WA.

Present:

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

Also present: Parish Clerk A Shanley

10. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

The Chair welcomed all attendees. Apologies were received from Cllrs E Ashby and R Ormerod.

11. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr S Cahill declared an interest in all matters pertaining to the Durham Students Union.

12. PUBLIC PARTICIPATION

None received.

13. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 1st MAY 2019.

The Minutes of the meeting held on 1st May 2019 were accepted as a true and accurate record of proceedings.

14. MATTERS ARISING

The Chair updated the Committee to advise that, in the report to Full Council, relating to the Business Frontage Awards, a criterion for awards had been added to include non-retail frontages. The Clerk reported that the full figure being requested from Full Council as part of the report was £3,000, which is £2,000 less than originally budgeted for.

15. DISCUSSION ON ENVIRONMENT COMMITTEE PRIORITIES

i) Update on DSU Good Neighbour Voluntary Project

The Clerk reported that he and Cllr E Ashby had met with Charlie, the officer leading on this project at the DSU. Charlie intends to advertise for a project leader who will manage the snow clearing with a group of volunteer students. The Clerk advised that the DSU were fully covered from an insurance perspective. The Clerk is to contact the local residents' groups and Cllr E Ashby agreed at the meeting with Charlie to contact Age UK to help identify those residents who are particularly vulnerable during snow.

Charlie also advised that the DSU could provide some funding for this project too and it may be that the mini bus which the DSU have could be used to transport students to the vulnerable areas.

ii) Update on Clean and Green tasks: - ● Advertising for a contractor

The Clerk advised that none of the neighbouring Parish Councils contracted this service and he had been advised to employ someone on the living wage for 1 day per fortnight. Cllr M Ross also advised that she had not received any interest in the advert for this, however felt that more information in the advert may be needed.

The Committee discussed the possibility of contacting the local job centre to see if they could support this. The Clerk agreed to take this forward.

- **Neighbourhood Warden (esp street rubbish)**

The Clerk advised that he had yet to meet Belinda Snow to discuss the SLA with her due to her being away on holiday. The Clerk promised to update the Committee as soon as this took place.

Cllr M Ross reported that she had noticed a lot of street rubbish from local businesses over the bank holiday period.

- **Gum removal and prevention**

The Clerk advised that there was a recommendation going to full Council on Thursday for the cleaning and treatment of part of North Road.

iii) Involving young people

- **Youth Parliament**

The Chair reported that she had been contacted by a young gentleman at one of the local schools who is involved with the youth Parliament. The Chair advised that she was waiting to hear back on dates when he is available to come and speak to the Parish Council.

- **Shadow Environment committee**

The Chair reported that a school she had visited recently were keen to set up their own Environment Committee to assist in feeding ideas to the Parish Council Environment Committee on priorities. Cllr M Ross advised that she felt that a multi-school approach to this would be a good idea.

- **Instant gardens**

The Chair advised that she had put together a leaflet to go out to residents by the Sands to carry out some gardening near their houses. The Chair reported that DCC would provide the plants for free and it was hoped that this would take place after the school pupils had completed their A-levels so as to take part in this voluntary project in June/July.

- **Buses**

The Chair and Cllr M Ross agreed to speak with local school pupils (16-18-year olds only) about what bus routes and timings they used most frequently for sports and recreation in the City centre. It is hoped that following this feedback, the Clerk could look to speak with local bus operators to see if a subsidised service for 16-18-year olds would be an option they would consider.

- **Recycling**

The Chair and Cllr M Ross reported that they had recently attended a local school and were exceptionally impressed at how keen and well-thought out the pupils' proposals for recycling had been. It was agreed to look to see what the Parish Council could do to support this initiative.

iv) Business frontages

The Clerk reminded Councillors that a report was on the Agenda for the Full Council meeting to agree to proposed budget of £3,000 towards awards and a civic reception for best Christmas frontages.

v) A167

The Chair advised that she felt that this project seemed to be managed by others and it was felt by the Committee that this ought to be removed from the list of priorities for the Environment Committee.

16. AOB

The Clerk reported that he that the City centre had a significant problem of cigarette butts being thrown on the floor which were having a detrimental impact on the local environment. It was agreed that the Clerk should investigate further a scheme to help resolve this issue.

17. DATES OF FUTURE MEETING

18 June – 17:30pm

16 July – 17:30pm

The Chair thanked Members for their attendance and closed the meeting.

Signed

Chair City of Durham Parish Council Environment Committee.

ITEM 6: RECOMMENDATION ON CIGARETTE BUTT CAMPAIGN IN DURHAM CITY CENTRE.

As part of the its priority to keep the City of Durham Parish area clean, the Parish Council Environment Committee is looking to tackle the issue of cigarette-related litter in the City centre.

Cigarette-related waste is a significant issue in Durham City centre with a high concentration of people and is extremely expensive and time consuming to clean. The issues surrounding this sort of litter are a given. Made of cellulose acetate, cigarette filters are estimated to take anywhere from 10 to 25 years to degrade. They blight landscapes as well as outside residential and business premises, they leak toxins into water courses, pose a significant fire hazard and a serious threat to wildlife. Its presence diminishes pride in local communities.

The Environment Committee has considered ways in which to tackle this sort of littering and has come up with a campaign idea involving branded pocket ashtrays, into which smokers could dispose of their cigarette litter. These Parish Council campaign branded pocket ashtrays would offer convenient disposal of cigarettes and gum. A clean, safe, re-usable personal pouch which could communicate campaign messages and provide a considerate disposal option as well as promoting the role of the Parish Council as a body keen to tackle the scourge of this litter. These pocket ashtrays may be used not just as a disposal facility but also as a means to educate and engage the public with this issue.

Other local authorities have launched similar initiatives which have yielded significant success.

Members are reminded that the Parish Council's Neighbourhood Warden will be commencing from 1st July and Fixed Penalty Notices can be issued by the Warden for this sort of littering. This campaign seeks to supplement the Warden's work and deal with cigarette-related waste in a more proactive, collaborative approach.

The benefits of this campaign could be significant in improving the local environment quality in Durham City centre and works by making people part of the solution; moving the responsibility for caring for the environment into balance between users of shared spaces and those tasked with cleaning these areas.

The Parish Council may wish to include details of Stop Smoking helplines to encourage a reduction in smoking; improving the health and wellbeing of residents at the same time as cleaning up the City.

If approved, the Parish Council would look to provide these free of charge to premises where cigarette-related litter is seen as a significant issue. It would then be up to the premises to provide these to their own patrons.

The Environment Committee is also looking to see if this initiative may be sponsored by any local premises concerned about cigarette-related litter.

Only a limited number of companies provide these sorts of bespoke pocket ashtrays. The Clerk has sought three quotation for this and has received the following costs for this service:

Company A: For 1000 pocket ashtrays (minimum order for personalised ashtrays) they cost £0.95 per unit + postage + VAT. From placing the order delivery will be 4-6 weeks. Plastic (PVC or EVA depends on designs) + Sponge Cushioned (middle)

+ Aluminum foil (inner) + button. They are all ecofriendly and and biodegradable. EVA is softer than PVC.

Company B: The cost would be £0.73 per unit + VAT (minimum order of 5,000 only - £3,650.00 (+ VAT)). From placing the order and submitting the design, delivery will be 13-14 weeks. The ashtrays are made from a biodegradable EVA foam with a laminated foil liner and the ink is made from soy bean.

A budget of £3,500 is included in the Environment Committee budget for this initiative for this financial year. The Environment Committee will look to develop a promotional campaign for this initiative.



DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to the Environment Committee designing and purchasing these pocket ashtrays up to a maximum of 5,000 units and on the proviso that sponsorship may be sought for the purchase of these ashtrays.2) If 1) is agreed, for Members to agree on an appropriate supplier for these pockets ashtrays from the quotations provided above and to allocate the necessary budget for this initiative accordingly.
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CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Licensing Committee held on Friday 31st May 2019 at 14:00 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.

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

Also present: A Shanley (Clerk)

Cllr L Brown in the Chair

1. ELECTION OF CHAIR

The Clerk requested any nominations for the role of Chair. Cllr L Brown was proposed by Cllr R Cornwell and seconded by Cllr E Ashby. Cllr L Brown was unanimously elected as Chair.

2. ELECTION OF VICE-CHAIR

The Chair requested any nominations for the role of Vice-Chair. Cllr E Ashby was proposed by Cllr L Brown and seconded by Cllr R Cornwell. Cllr E Ashby was unanimously elected as Vice-Chair.

3. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllr C Reeves

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr D Freeman declared an interest in any discussion on the Odeon application.

5. PUBLIC PARTICIPATION

None received

6. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 26th APRIL 2019

The Minutes of the meeting held on the 26th April were accepted as a true and accurate record of proceedings.

7. UPDATE ON RECENT LICENSING APPLICATIONS.

Cllr L Brown advised that Barrio Camida was granted its license with conditions attached.

Cllr R Cornwell advised that he would be representing the Parish Council at the forthcoming hearing on the Odeon application. Cllr E Ashby and Cllr A Doig expressed concern about the sale of alcohol and asked that Cllr R Cornwell also request that a condition be attached that the bar in the Odeon be for service to Odeon patrons only rather than used as a stand alone bar.

Cllr R Cornwell also advised that the local MP had objected and had requested that the condition be attached that the sale of alcohol only be permitted in the evening rather than throughout the day. The Committee agreed to Cllr R Cornwell echoing this in their representation at the hearing.

8. LICENSING TRAINING CONFERENCE

The Clerk advised that he felt that the Parish Council ought to do a training day for Councillors and residents to let everyone know about licensing procedures. It was also proposed that the local MP and police be invited to this as well as the DCC Licensing team once the review of the licensing consultation had taken place.

It was agreed that a conference be organised within the budget assigned to the Licensing Committee and the Clerk should seek arrangements for this.

9. TO CONSIDER THE FOLLOWING LICENSING APPLICATION:

Lebanat - 47 North Bailey - New premises licence application for the playing of recorded music and the sale of alcohol on and off the premises until 11pm.

The Committee considered this application and agreed to note this as far as a response to DCC Licensing is concerned but agreed to write to the local MP to express concern over the application itself.

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

Signed

Chair of City of Durham Licensing Committee

ITEM 6: LICENSING TRAINING CONFERENCE FOR PARISH COUNCILLORS AND LOCAL RESIDENTS.

Members will recall that at its budget setting meeting in January 2019, the Licensing Committee requested a budget of £1,000 towards its priority of responding to new licensing applications within the City of Durham area in line with the four licensing objectives.

Consideration of and responding to new licensing application consultations are a regular feature of the Parish Council's work as the Parish area takes in the City centre. Since its formation, the Parish Council Licensing Committee has responded to a number of licensing applications and has been able to apply conditions to new premises so as to ensure that business activities – particularly those operating as part of the night time economy - do not adversely impact on local residents.

The Licensing Committee has been considering ways of informing and educating the public about identifying new licensing applications, their rights to respond to new consultations and crucially how best to respond (ensuring that response relate to the four licensing objectives). This is seen as a priority given that consultation notifications are not posted within a certain radius to local residents in the way which planning applications are by the County Council and the absence of an online licensing portal similar to planning.

At its recent meeting, the Licensing Committee considered a proposal that the Parish Council organises a Licensing training event for both Parish Councillors of the City of Durham and local residents and felt this could be of benefit.

The Licensing Committee would seek to use its allocated budget to fund a training provider to attend to provide guidance on best practise when responding to new applications. It is also envisaged that the local police force as well as members of DCC's Licensing team may wish to attend to update local residents on the recent licensing policy consultation and address any issues raised. The local MP may also be invited given her significant interest in licensing legislation.

An appropriate venue, date and time for the event will need to be decided upon, however the Licensing Committee is keen that the Parish Council takes a proactive approach to this issue.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to the proposal of hosting a Licensing training Conference as set out in the above report.2) If 1) is approved, for Members to agree to allocating the budget of up to a maximum of £1,000 for this event and to delogate authority for the organisation and spend required for this event to the Clerk and to the Chair of the Licensing Committee.
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CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Tuesday 23rd April at 14:00 in Room 1, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors A Doig (Chair), J Ashby, E Ashby, V Ashfield & E Scott

Also present: Parish Clerk A Shanley

18. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

Apologies were received from Cllr R Ormerod

19. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

No declarations of interest were received from Members.

20. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JANUARY 2019.

The Minutes were unanimously agreed as a true and accurate record of proceedings and the Chair signed the Minutes.

21. PUBLIC PARTICIPATION.

No representations were received from members of the public.

22. GRANT FUNDING AWARDS 2019/20

The Clerk advised that he had circulated information that the grant funding window opened on 1st April 2019, as agreed by Full Council. A communication had also been published on the website. To date, the Clerk reported that there had been 4 expressions of intent to submit an application for funding but that no applications had yet been received.

The Clerk advised that the application deadline would need to close on 31st May in order for applications to be assessed by the Finance Committee and for a recommendation to go before Full Council.

Cllr V Ashfield advised that she felt that the decision should go to the July Full Council meeting and therefore the window for applying could then be 3 full months (beginning of April – end of June). Cllr E Scott advised that she also understood this to be the case.

Cllr A Doig advised that the Committee could trial the approach as set out in the Clerk's communication on the website this year and assess how this has worked for the following year.

The Committee agreed to the application closing date of 31st May and for the applications to be agreed at the June Full Council meeting.

23. INTERNAL AUDIT REPORT 2018-19

Members reviewed the information as set out in the Internal Auditor's report in respect of financial year 2018/19 and agreed to the Clerk taking all appropriate action in respect of the Internal Auditor's action plan 2018/19. Notably, the Committee agreed to the Clerk purchasing the accounts package known as RBS, as recommended by the SLCC and other local Clerks who use the package.

The Clerk advised that he had a meeting with the internal auditor on 25th April to sign off the audit and this would go to a forthcoming Full Council meeting.

7. FINANCIAL POSITION OF THE PARISH COUNCIL

The Clerk reported that the remaining precept from 2018-19 had now been transferred to the Parish Council (formerly held by the County Council on the Parish Council's behalf in a holding account) and that the precept for the current financial year had also been paid into the Parish Council account.

The Clerk reported that the handover from the previous year was just over £110,000; over £20,000 higher than originally envisaged, owing to underspend from the previous financial year.

The Clerk also reported that there were significant savings envisaged in relation to the office costs which would have an impact on the annual budget. The Clerk recommended that the Finance Committee meet and review how each Committee was performing against their objectives. The Committee agreed to request a written report from all of the spending Committees for each of the Finance Committee meetings.

8. DATE OF NEXT MEETING

The date of the next Parish Council Finance Committee was agreed for Thursday 13th June at 11am.

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

Signed

Chair City of Durham Finance Committee

CITY OF DURHAM PARISH COUNCIL

DRAFT Minutes of a meeting of the Personnel Committee held on Tuesday 11th June 2019 at 10:30am in Office 2, Clayport Library. Durham. DH1 1WA

Present: Councillors E Scott, D Freeman and G Holland

1. ELECTION OF CHAIR

Cllr G Holland proposed Cllr E Scott as Chair of the Personnel Committee; this was seconded by Cllr D Freeman. Cllr E Scott assumed the role of Chair.

2. ELECTION OF VICE-CHAIR

Cllr G Holland proposed Cllr D Freeman as Vice-Chair of the Personnel Committee; this was seconded by Cllr E Scott. Cllr D Freeman assumed the role of Vice-Chair.

3. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Cornwell

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received

5. PUBLIC PARTICIPATION

None received

6. TO APPROVE THE MINUTES OF THE LAST PERSONNEL COMMITTEE, HELD ON 19TH JUNE 2018

The Minutes of the Personnel Committee meeting held on 19th June 2018 were accepted as a true and accurate record of proceedings.

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.

7. STAFFING REVIEW FOLLOWING COMPLETION OF 6-MONTH PROBATIONARY PERIOD

Members agreed that the Clerk had passed his 6-month probation period. Members agreed that the Clerk's contribution was appreciated enormously by the Council and that he had far exceeded expectations as the Clerk. Councillors were delighted to welcome the Clerk into a permanent role with the City of Durham Parish Council.

It was agreed that a recommendation should go to Full Council in June to make the role of the Clerk a full-time position.

It was also agreed that a recommendation should go to the Finance Committee to have a training budget agreed to support the Clerk and Members' training.

Signed

Chair City of Durham Personnel Committee

ITEM 8: PARISH COUNCIL STRATEGY 2019/20

Members are reminded that the Parish Council adopted the Parish Council Strategy 2019/20 document as draft for the purposes of the grant award window and to be presented at the Annual Parish meeting as an opportunity for residents to comment on this.

The draft Parish Council Strategy 2019/20 was presented by the Chair of the Parish Council at the Annual Parish meeting in May and positive feedback has been received from local residents in feedback forms returned both at or following this meeting.

Residents felt that the priorities identified in this document were the correct ones for the Parish on the whole. A copy of the Strategy is included in these Agenda papers.

A number of residents did provide feedback however that there was no mention of the specific issue of housing for residents over the age of 55 and they expressed a desire that this also be included as a priority for the Parish Council. As a result of this feedback, the following para has been added to priority 2 of the Parish Council strategy:

“Housing need for the future

The Parish Council recognises that the housing need for Durham in the future is largely for those residents over the age of 55.

In any planning consultations, such as the County Durham Plan, the Parish Council will always seek to ensure that new housing supplies are prioritised for local residents in this particular demographic and will seek to ensure that these new homes are both affordable and their design meets the needs of residents over the age of 55 in terms of layout, location, space and flexibility.”

DECISION REQUIRED	For Members to agree to formally adopt the Parish Council Strategy 2019/20, with the addition of the para relating to housing needs for the future, as set out in the above report.
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ITEM 9: ALLOCATION OF SMALL GRANTS FOR 2019/20

Councillors will be aware that the funding window for grant awards has now closed. The funding window began on 1st April 2019 and a number of organisations have submitted an application for funding to the Parish Council. Councillors are reminded that £15,000 of the Parish Council's budget for 2019/20 was agreed in January towards grant funding.

The Clerk made all applicants aware of the agreed Parish Council grant award policy as well as the draft Parish Council Strategy: the latter to allow organisations to highlight where the aims and objectives of their funding request met the priorities of the Parish Council.

Details of all of these applications have been circulated to Councillors and at a meeting of the Parish Council Finance Committee earlier this month, Members agreed to allocate the funding as follows:

Organisation	Project description	Amount requested	Amount agreed by Committee
WRRAG	To fund an art project festival involving primary school children from the City of Durham Parish. There will be an exhibition and award ceremony at Bearpark club on 27th October 2019. The festival is being used to highlight the damage a western relief road would do to the Environment. The art will form an exhibition of 72 professionally mounted items as a centrally important component of the festival.	£250	£0. The Committee felt that the purposes of the grant would be a political one and therefore felt that this could not be supported, though Members agreed with the cause.
St Cuthbert's Hospice	The creation of a new water feature, the repair of the Victorian Greenhouse and the introduction of more colour into the garden to enhance the physical environment of the Hospice gardens.	£1,500	£1,500
Durham Samaritans	To cover the refurbishment costs of the face to face walk-in room.	£1,500	£1,500
Durham Hospital Radio	Contribution towards running costs - licenses, insurance, internet, repairs and replacement of equipment. Currently planning to extend service to waiting areas.	£2,000	£2,000
OASES	Planting Up Neville's Cross aims to make Neville's Cross a greener and more colourful neighbourhood through community planting of trees, bulbs and flowers. The project will work with local schools	£2,500	£1,700 – the Committee agreed that this be on the condition that, prior to any transfer of funds, the 3 local residents' associations within the target area for the activity provide written confirmation as to the types and location of the works being carried out.

Friends of St. Margaret	<p>Surveying and mapping the baseline situation, of existing vegetation, habitats, and burial sites is a critical first step in planning how to improve the area for wildlife and people. We hope to commission an ecologist to map the habitats, record species and recommend management actions, and the grant would contribute towards this work, which needs to be completed before mid-July. A copy of a proposal for the survey, from Durham Wildlife Services, is attached. A portion of the grant would also help fund purchase of garden tools for use by volunteer work parties, and/or to buy bird boxes.</p>	£1,200	£170. The Committee felt that this amount could be used towards the payment of bird boxes as stated in the application form. The committee would welcome any further application next year which sought funding for recurrent or on-going activities
Fybro haven	To enable us to put on taster sessions on Thai chi, mindfulness and crafting.	£500	£0. The Committee felt that not all of the requested funds would go towards the Parish area. The committee would welcome any further application next year which sought funding for activities for residents of the parish or undertaken within the location of the Parish.
Durham Youth project	Hall hire for 42 weeks - we would like to run a "drop in" session as on detached in Durham we have built relationships with young people coming into the city from local villages. From past experience we know having an indoor venue is beneficial as well as meeting them on the streets as it provides a safe environment and informal education can be given.	£1,200	£1,200
Alington House	To fund a tutor for 46 weeks for the group Healthy Lifestyles for Women.	£690	£690
Great North East Air Ambulance	To fund the replacement of the crash kelly training manikins to help train different scenarios daily.	£3,000	£0. The Committee felt that this application was contrary to the grant policy which states that medical research, treatment or equipment would not be funded. The Committee would welcome any further application next year which sought funding for activities that clearly fell within the guidelines laid out in the policy.

City of Sanctuary	To fund volunteer training	£500	£500
Sanctuary 21	The Durham Winter Night Shelter is a Christian initiative that seeks to answer the Christian call to social justice and care for the vulnerable in society. It is a project that aims to provide emergency winter accommodation for the homeless population of Durham City. It will have capacity to provide emergency overnight shelter for 15 guests in the worst winter months. Each guest will be accepted regardless of individual life choices, sexuality, gender or religious affiliation. The Shelter will be a safe space in which each guest can get a good night's sleep, food and access to vital services that will help them start on the road towards permanent housing. We will also aim to provide guests with the ability to tackle the causes of destitution. This will be done with the Salvation Army and the engagement of outside drug and alcohol, housing and welfare services.	£4,200	£3,500
Gilesgate Scouts group	To replace our aging camping equipment. One small 4.5m x4.5m mess tent to use as a kitchen on camps and three 5m x 5m bell tents with canopies. These will replace our old 6-man tents and will provide better integration and social space for our Beavers, Cubs, Scouts and Explorers.	£1,610	£1,610
Blind Life in Durham	Contributing towards volunteer transport costs and venue hire at North Road Methodist Church. This group aims to promote the welfare, independence and quality of life of those who are visually impaired in County Durham.	£630	£630
Total		£21,280	£15,000

DECISION REQUIRED	For Members to ratify the decision of the Finance Committee on grant allocation as set out in the above report and instruct the Clerk to make the necessary arrangements for the payment of each grant.
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ITEM 10: PARISH COUNCIL TRAINING BUDGET

Councillors are asked to consider a proposal that the Parish Council adopt a training budget to support the work of both the Clerk and Parish Councillors.

At present, there is a need for Councillors sitting on Committees such as planning and licensing to undergo some form of training to ensure that responses are made in accordance with legislation and policy. The Clerk is also intending on completing his CiLCA examinations in the near future.

It is felt that training for both the Clerk and Councillors will help deliver the highest level of service to local residents. Training will allow Councillors to partake more effectively specifically in areas that they are individually responsible for. To support this, a training budget has been discussed and endorsed by the Parish Council Finance Committee at its recent meeting in June. A budget of £3,000 is proposed as a training budget to support the work of the Clerk and Parish Councillors. Sufficient provision for this has been made in the annual budget for 2019/20.

It is important for the Parish Council to recognise that training improves the quality of the services and facilities that the City of Durham Parish Council is able to provide and helps the Council to achieve its aims and objectives as well as ensuring that processes and legislation are accurately adhered to.

DECISION REQUIRED	For Members to agree to allocating a budget of £3,000 towards training for both the Clerk and Councillors, with delegated authority of this budget sitting with the Clerk and the Chair of the Parish Council.
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ITEM 11: REMEMBRANCE SUNDAY EVENT IN DURHAM

Councillors are asked to consider a proposal that the City of Durham Parish Council take over the civic ownership of the Remembrance Sunday event in November this year.

The Remembrance Sunday event in Durham is one of the biggest in the Country; with over 4,000 attendees of the event last year alone. There is however currently a need for an organisation such as the Parish Council to take over the civic ownership of this event.

In order to scope exactly what the requirements would be of the Parish Council should Councillors approve this proposal, both the Chair and the Clerk met with both Arthur Lockyear MBE (organiser of the event for previous years) and representatives of Durham Police. Both would welcome the Parish Council taking ownership of this event.

The planning and preparation for all Remembrance Sunday events in County Durham now need to go through the Safety Advisory Group (SAG) and the Clerk has discussed this proposal with them. There would not be a need for the Parish Council to apply for an event license for the Remembrance Sunday event, however permission would need to be sought from the University for the temporary occupation of Palace Green and from the City Centre Manager for the temporary occupation of the Marketplace.

The event would need to be covered by the Parish Council's own public liability insurance. This would require an additional charge to the Parish Council of £130 and the Council would need to carry out its own Risk Assessment in addition to the Police's own security assessment (SECO assessment) for the event.

There would also be a need for the Parish Council to apply for a road closure order; this would be done free of charge by the County Council as per their own policy for Remembrance Sunday. The Parish Council would also need to organise traffic management support (including four road closed signs and advances) – the County Council has a preferred supplier for this who charge approximately £200 for the service on the day.

The Parish Council would also be required to fund the Hostile Vehicles Mitigation (HVM) measures and engage the County Council's Highways Services Division to do this. The HWMs would cost in the region of £1,200.

The closure points 10:30 – 13:30 using welfare vehicles would be:

- 1) Framwellgate Bridge (no entry signs near fighting cocks PH)
- 2) North Bailey just below the entrance to Hatfield College Car Park
- 3) Claypath junction with Providence Row
- 4) A690/ One-way slip (side of library)
- 5) Two-way slip above Prince Bishops mini-roundabout

The Parish Council would assume responsibility for letting local traders in the affected area know about the plans for the event.

The order of service within the Cathedral would be managed entirely by the Clergy of the Cathedral and the Parish Council would not have any involvement with this.

The Parish Council would be able to lay a wreath on Remembrance Day and the Chair of the Council would do this on the Council's behalf.

Arthur Lockyear is very well experienced in managing this event and often seeks sponsorship from different organisations to cover costs for the event. The Parish Council may wish to sponsor some aspect of the day and Mr Lockyear is always seeking support for this.

Councillors are reminded that £3,000 was allocated in this year's budget for an Armed Forces Day event. It is proposed that this fund be used to cover the costs of this event should Councillors approve the proposal.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to decide whether they wish the Parish Council to take over civic ownership of the Remembrance Sunday event going forwards.2) If 1) is approved, for Members to agree to allocate funding as outlined in the above report to this event.3) For Members to decide whether they wish to sponsor some aspect of the day and to allocate appropriate funding towards this.
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ITEM 12: REPORT FROM PERSONNEL COMMITTEE ON CLERK'S PROBATION AND CONTRACT

- CLERK TO LEAVE THE ROOM AT THIS STAGE OF THE MEETING -

Members are reminded that the Clerk's 6-month probationary period came to an end at the end of May this year. Following this, the Chair of the Parish Council met with the Clerk to carry out an appraisal which considered the Clerk's performance to date and also provided an opportunity for the Clerk to discuss the role over the last 6 months and to highlight any training needs he may have going forwards. The Parish Clerk explained that he is thoroughly enjoying the role and its challenges and appreciated greatly the support of all Parish Councillors.

The Personnel Committee met on 11th June and agreed that a recommendation should go forward to Full Council that the Clerk had successfully passed his 6-month probation.

Members agreed that the Clerk's contribution was appreciated enormously by the Council and that he had far exceeded expectations as the Clerk. Members of the Committee would be delighted to welcome the Clerk into a permanent role with the City of Durham Parish Council.

Members also discussed the current arrangements regarding the Clerk's working hours. At present, the Clerk is on a 25 hour per week contract but it was felt that a full-time contract would be needed going forward to reflect the current workload of the Clerk in his role.

Members are reminded that, following the National Joint Council for Local Government Services (NJC) agreeing the new pay scales for 2019-2020, the Clerk currently sits in the SCP 33 bracket – representing a gross salary of £35,934. Sufficient allowance to accommodate a full-time contract was included in a recently revised budget discussed at the last Finance Committee meeting.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) Members are asked to formally agree that the Parish Clerk has successfully passed his 6-month probationary period.2) Members are asked to agree to the proposed amendment to the Clerk's contract from a 25 hour per week contract to a full-time contract.
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ITEM 13: APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS

Members are reminded that, at the last Full Parish Council meeting, we discussed the matter of Parish Council reps on local organisations. The below is the current grid showing the status of who the current reps on local organisations are and those organisations for which a rep is still to be selected.

Local organisation/ body	City of Durham Parish Council representative	Status
Community Engagement task Force	Alan Doig and John Ashby	Decided - May 2019
Community Engagement task Force sub group - Economic	Esther Ashby	Decided - May 2019
Community Engagement task Force sub group - Culture	Carole Reeves	Decided - May 2019
Community Engagement task Force sub group - Citizenship	Victoria Ashfield	Decided - May 2019
Community Engagement task Force sub group - Lived Environment	John Ashby	Decided - May 2019
Community Engagement task Force sub group - Durham for All	Judith Atkinson	Decided - May 2019
Durham Access group	Liz Brown	Decided - May 2019
CDALC Larger Councils Forum	Richard Ormerod and Esther Ashby	For June Agenda
CDALC In-Durham group	TBC	For June Agenda
Shakespeare Hall	TBC	For June Agenda
Assembly Rooms Theatre working group	Judith Atkinson	For June Agenda

Members are reminded that there is a need for Parish Council representatives to provide a report to Full Council on the work of these organisations/ bodies.

DECISIONS REQUIRED	<p>1) Members are asked to consider having Parish Council representatives on these bodies.</p> <p>2) Members are asked to formally agree the representatives for those organisations we do wish to have Parish Council representatives on for those not already agreed in May 2019.</p>
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ITEM 14: REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

Update on the Durham University Community Engagement Task Force

1. Cllr Alan Doig and I attended as Parish Council representatives at the Task Force meeting held on 24 May 2019; Cllr David Freeman attended as Durham County Council representative.
2. The new Chair introduced herself - Professor Claire O'Malley, Pro-Vice Chancellor (Global). Her primary role in the University is: *"strategic leadership and implementation of the University's international agenda. She oversees the development of the International Study Centre at Queen's Campus, Stockton-on-Tees; the development of strategic teaching and research partnerships with international peer institutions; the establishment of a Durham University presence in key global cities; work to increase research, study and work abroad opportunities for Durham undergraduates, postgraduates and research staff; and work to increase the percentage of students from outside the UK studying at Durham to around 35% by 2027. She is also responsible for the University's Marketing and Communications Office."* It would seem that the final sentence explains why she has been asked to Chair the University Community Engagement Task Force.
3. The University's Director of Estates, David Loudon, presented an update on the Estates Masterplan. This confirmed that the overall scale and pace of the University's planned developments over the period to 2026/27 continues as previously announced, despite the public's concerns and indeed the reason for the establishment of the Community Engagement Task Force. We expressed the need for the new Chair to understand just how controversial and unwelcome the present Strategy and Masterplan have proved to be, and we suggested that the presentation should be made to a future meeting of the Parish Council.
4. Reports were given for each of the five Sub-Groups:
 - Economic: local procurement is the main topic so far.
 - Culture: nothing of note.
 - Citizenship: Non-Academic Code of Conduct is welcome.
 - Lived Environment: DSU have prepared an excellent report on housing issues. I am pursuing the data on HMOs and PBSAs and advised the meeting about the Parish Council's project on HMOs, hopefully leading to a Service Level Agreement with the University.
 - Durham for All: main item was the community fun day on Palace Green.
5. The President of DSU, George Walker, announced the production of a Community Strategy which will be circulated to groups in the city and to the Durham Area Action Partnership.

Cllr John Ashby