

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 **FULL COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **Monday 27th September 2021 at 7:00pm** to transact the following business:

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 22ND JULY 2021**
- 4. PUBLIC PARTICIPATION**
- 5. COMMITTEE UPDATES**

- **Planning Committee minutes from meetings held on 9 July, 26 July, 6 August and 3 September 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>

- Update on the application to de-register the former coach park at the Sands as common land.
- Proposal to amend the membership of the Parish Council's Planning Committee.
- Proposal to create a Supplementary Planning Document on tree protection.

- **Environment Committee minutes from meetings held on 13 July 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee>

- Report on climate action by the Parish Council
- Proposal to tackle recycling contamination

- **Licensing Committee minutes from meeting held on 2 July, 30 July and 6 September 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/licensing-committee/>

• **Business Committee minutes from meeting held on 22 June 2021**

Copies of all approved minutes from these meetings can be found here:
<https://cityofdurham-pc.gov.uk/agendas-minutes/business-committee/>

- Proposal to host a roundtable meeting with landlords in Durham City

• **Personnel Committee minutes from meeting held on 11 March 2021**

Copies of all approved minutes from these meetings can be found here:
<https://cityofdurham-pc.gov.uk/agendas-minutes/business-committee/>

- Proposed new job specification for Assistant to the Parish Clerk role.

6. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 22nd July 2021.

7. OUTCOME OF THE PARISH COUNCIL EXTERNAL AUDIT FOR 2020/21

8. MOTION BY CLLR R ORMEROD ON SUPPORTING REFUGEES AND ASYLUM SEEKERS

9. MOTION BY CLLR E ASHBY ON WELCOMING NEW STUDENTS TO DURHAM CITY

10. SECTION 106 CONSULTATION – ARTICHOKE TRUST APPLICATION

11. DISCUSSION ON POTENTIAL USES OF SECTION 106 FUNDING WITHIN THE CITY OF DURHAM PARISH AREA

12. REPORT FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

- Report by Cllr C Lattin on the latest meeting of Durham University's Community Engagement Lived Environment Sub-group

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 meeting of the City of Durham Parish Council held on Monday 22nd July 2021 at 19:00 via Zoom.

Present: Councillors A Doig (Chair), L Brown, R Ormerod, V Ashfield, R Friederichsen, C Lattin, G Holland, D Freeman, S Walker, G Nair, N Brown, E Ashby, E Scott and H Weston.

Also present: Parish Clerk Adam Shanley, Mr John Ashby and Mr Roger Cornwell (members of the public) and Ms Rebecca Eves and Ms Hannah Shepherd (Durham University).

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

Apologies were received from Cllr Robert Hanson.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllrs A Doig, S Walker, L Brown and E Scott declared an interest in item 9 of the Agenda and took no part in the discussions on this item.

Cllrs L Brown, D Freeman, R Ormerod and E Scott declared an interest in the common land application item of the Agenda.

3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 24TH JUNE 2021

The minutes of the meeting held on 24th June 2021 were unanimously agreed as a true and accurate record of proceedings, with the following amendments:

Item 5 – the sentence “*Cllr E Ashby advised that she felt that the signage should be more permanent and therefore made from plastic*” be amended to “*Cllr E Ashby advised that she had understood that the signage would be made of more enduring material*”

4. PUBLIC PARTICIPATION

Mr John Ashby advised that he was attending the meeting to hear and contribute to discussions on item 11 of the Agenda.

Mr Roger Cornwell advised that he was attending the meeting to hear and contribute to discussions on item 11 of the Agenda.

Ms Hannah Shepherd advised that she was attending the meeting to hear discussions on item 11 of the Agenda and to introduce Rebecca Eves to the Parish Council.

Ms Rebecca Eves introduced herself to the Parish Council, advised that she was looking forward working with the Parish Council during Hannah Shepherd's

maternity cover and advised that she was attending the meeting to hear discussions on item 11 of the Agenda.

5. COMMITTEE UPDATES

• Planning Committee

Cllr V Ashfield presented the minutes from meetings of the Parish Council's Planning Committee meeting held on 11 June and 25 June. There were no questions from Members arising from those minutes.

Update on the application to de-register the former coach park at the Sands as common land.

Cllr A Doig advised that he, the Clerk, a representative of the Freeman and the Parish Council's Barrister had met with the representatives of Durham County Council and their Barrister on an informal, without prejudice basis. The question was put to the County Council that they consider withdrawing the Section 16 application to have the land de-registered.

Cllr A Doig advised that the meeting had been without success and had concluded that the legal public inquiry process should be completed. Cllr A Doig advised that the difficulty arises due to the need to provide services, such as utilities and the water sprinkler system, to the building.

Cllr A Doig advised that the public inquiry has now formally ended and the Inspector now needs to consider all evidence submitted and make a judgement on this.

Cllr A Doig advised that he had met with Patrick Conway and discussed a number of outcomes of the inquiry and the eventual use of this land. As a consequence of which, Cllr A Doig advised that he, the Clerk and Patrick Conway would now be meeting the Leader and the Chief Executive of the Parish Council on 2nd August 2021 to go through a number of options with them. The Chair advised that the outcome of this meeting would be reported back to Councillors, but stressed that the outcome of the inquiry will take a number of months not weeks and that the meeting on 2nd August was an informal and without prejudice one.

Cllr A Doig advised that he hoped that a joint statement between the Parish Council, the Freeman and the County Council could be made following the announcement of

• Environment Committee

Cllr C Lattin presented the minutes from the Environment Committee meeting held on 9 June. There being no queries from Members, Cllr C Lattin moved on to Committee reports.

Motion by Cllr R Friederichsen on climate change

Cllr R Friederichsen presented a motion on climate change to Councillors, stressing the urgency of all levels of Government to work together to combat this issue.

Councillors unanimously **agreed** the following motion, as proposed by Cllr R Friederichsen and seconded by Cllr V Ashfield:

This Council resolves to:

- in this year of COP26 add our voice to calls by the Local Government Association and the Association of Directors of Environment, Economy, Planning and Transport & others for a joint local & national government Task Force to plan action to reach 'net zero' emissions. Such a partnership can set appropriate regulations, benchmarks and targets and create the much needed long-term funding mechanisms to enable local communities and economies to decarbonise whilst remaining resilient and sustainable.

- write to Alok Sharma MP, President for COP26, the Prime Minister and the Leadership Board of the LGA informing them of our support for a joint Local/National Government Climate Change Partnership Taskforce and asking for one to be established as soon as possible.

Proposal to improve “unloved” areas of Durham City

The Clerk reminded Members that the Parish Council agreed a budget of £10,000 in January 2021 for the current financial year (2021-22) towards improving unmaintained or “unloved” areas of the City. The Clerk advised that this budget was agreed as part of the Environment Committee’s priority to clean and green the City.

The Clerk reminded Members that the £10,000 budget has since been reduced to £7,500 in order to accommodate additional expenditure from the Durham in Bloom budget.

The Clerk advised that, since agreeing this budget, the Parish Council’s Environment Committee has been investigating areas which may benefit from improvement has identified that two of these are immediately deliverable this current year – those being the land at John Street and Bridge Street.

Members **agreed** to support the proposal to improve those two areas of land as set out in the report and **agreed** to Contractor A to carry out the work from the beginning of September.

As the second part of this report, Cllr E Ashby presented the “Hallow Green” proposal of greening up the Viaduct Area in the City. Cllr E Ashby advised that Members are aware of the issues in this part of the City and highlighted that greening up areas not only has a benefit in terms of climate benefit but also in residents’ physical and mental wellbeing.

Cllr E Ashby advised that this project would build on the Parish Council’s project of supplying plants across the community and would involve planting up

containers and small local plots of vacant space to create welcoming and attractive additions to the street scene.

Cllr E Ashby advised that the intention would be to have displays of seasonal varieties, under planted by bulbs for winter continuity, already in place to create a 'community welcome' to students arriving for the new academic year.

Cllr E Ashby advised that, with the Parish Council launching the project from existing budget, the longer term aim would be to access on ongoing support from other stakeholders whether financial or in kind, by way of materials or voluntary/paid help. Volunteers from the community and University staff and student groups would be also encouraged.

Members **agreed** that the remaining budget from this priority would be allocated towards this project. It was **agreed** that Cllrs V Ashfield, S Walker, C Lattin and E Ashby should lead on the Hallow Green project.

• **Licensing Committee**

Cllr S Walker presented the minutes from the Parish Council's Licensing Committee meeting held on 4 June. There were no queries from Members.

• **Business Committee**

Cllr E Scott presented the minutes from the Parish Council's Business Committee meeting held on 9 February. There were no queries from Members.

Cllr E Scott advised that the Book Festival, organised by the Parish Council and the Durham Markets Company had been a great success. The Clerk thanked Members and the Durham Markets Company for their support with this event.

6. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 24th June 2021.

The Chair advised that the book festival was a great success and thanked Cllrs E Scott and E Ashby for their help and support with this event.

The Chair reminded Members that the Parish Council does not sit as a Full Council in August.

The Chair advised that the Parish Council would be returning to physical meetings from September's Full Council meeting.

The Chair reminded Members that the Parish Clerk is on annual leave from 16th – 31st August and asked that all urgent business be directed to the Chair of the Council.

The Chair advised that he had heard that the planning and licensing training events were very good. Cllrs E Ashby, C Lattin and L Brown advised that they felt that the planning training event was excellent.

The Chair advised that the County Council has submitted an expression of interest to bid for the City of Culture award for 2025. The Chair advised that he looked forward to the County Council engaging with partners on this.

The Chair reminded Members that the Parish Council has submitted a bid for Section 106 funding for the restoration of the Neville's Cross, in advance of the Battle of Neville's Cross Anniversary.

The Chair reminded Members that the Parish Council would be meeting with representatives of Artichoke, the organisers of Lumiere, to discuss a Section 106 application Artichoke is hoping to submit for use of £30,000 worth of funding for a public art installation near to the Sands. The Clerk reminded Members that this is a pre-application discussion only at this stage.

The Chair advised that there would be a meeting of key stakeholders relating to the future of the DLI museum.

7. REQUEST TO SUPPORT THE MAYOR OF DURHAM CITY'S CHARITY APPEAL

The Clerk advised Members that the Parish Council has received correspondence from the newly elected Mayor of Durham City Councillor Arnie Simpson, asking if we would consider supporting this year's Mayor's Charity Appeal.

The Clerk advised that, following his election as Mayor on 15 June, 2021, Cllr Arnie Simpson announced that any funds raised during his Mayoral year would be channelled towards NHS Charities Together.

The funds raised by NHS Charities Together enable the health service to go above and beyond what would otherwise be possible. The Charity's national reach means that they can ensure funds get spent where they are most needed. Through the charity's 240 member charities covering the UK the charity funds projects that improve services for patients and help NHS staff and volunteers both practically and emotionally so that they can continue with their vital life-saving work.

The Charity also provides support for member charities through nationwide fundraising and advocacy campaigns, specialist advice and guidance, bespoke conferences and training opportunities.

This Charity has gained particular national attention over the course of the Covid-19 pandemic and the work of the late Captain Sir Tom Moore.

The Clerk advised that no specific amount has been requested in Cllr Simpson's letter and any offers of a donation will be gratefully received and acknowledged.

The Clerk reminded Members that, in December 2020, the Parish Council supported the previous Mayor's appeal with a donation of £500 towards the Fire Fighters Charity.

Some Members expressed concern that the funding could potentially go to a national fund as opposed to specifically spent in Durham. In addition, other Members expressed concern that this might open the Parish Council up to an obligation to support other national charities outside of its usual grant funding window.

It was highlighted that the £500 provided in December 2020 was primarily due to the issue of Covid-19 and the limited events which could take place during the Mayor's year to raise funds.

It was also highlighted that £2,250 remains unspent from the grant award fund for this financial year and Members suggested that this request might be better to come via the second round of funding, which is due to open at the end of September. It was **agreed** that the Parish Clerk should invite the Mayor to apply for the second round of grant funding at the end of September. 12 votes in favour, 1 against and 1 abstention.

8. ADOPTION OF PARISH COUNCIL COMPLAINTS PROCEDURE

Members **agreed** to the following complaints procedure. In doing so, Members also **agreed** that the Parish Council's Personnel Committee should be responsible for the Complaints Committee.

Introduction

The City of Durham Parish Council wants to provide excellent quality services for the residents of our area. However things can sometimes go wrong. If they do, we need to know so we can put them right and learn from them.

The Parish Council sees all customer comments and feedback as a good way of evaluating its services. Complaints and comments are an important part of this process and help us to learn and develop. The Parish Council aims to use this information to help drive improvements forward.

The Parish Council aims to ensure that all written communication is clear, concise, simple to understand, jargon-free and available in larger print if required.

Our Promises to you

- You will receive a prompt, courteous and efficient service;
- You can expect a full and fair investigation of your comment or complaint;
- We will be happy to explain procedures to you if you are unsure about anything;
- Your confidentiality will be respected at all times;
- Your personal information will be kept in line with Data Protection;
- You will be kept informed of progress and the outcome of your complaint, as outlined below;
- We will make it easy for customers or those acting on their behalf to make a complaint or pass on comments about a service;
- We will try to resolve complaints, put things right where appropriate and take any action necessary to prevent recurrence as soon as practicable;

- We will monitor comments and complaints and provide feedback to council so that trends are highlighted and can be taken into account when decisions are made.

What is a complaint?

A complaint is an expression of dissatisfaction with a response, a lack of response, the standard of service you have received or disrespect from a council employee that cannot be resolved through the normal day to day operational processes of the service involved.

A complaint can only relate to a service that the council already provides. It can't relate to requests for new services or services provided by other local authorities. However, information provided may highlight gaps in service provision that may be relevant to future consideration and should be recorded and actioned as a comment.

The following list is a guide to the range of complaints which are covered by this Complaints Policy:

- Failure to provide a service or to achieve an acceptable standard.
- Issues regarding the attitude of staff and or their actions, or lack of actions.
- Dissatisfaction with the manner in which council policy and procedure has been carried out.
- Discrimination.

What is not a complaint?

The following are excluded from this Complaints Policy:

- A request for service
- A request for information or an explanation
- An insurance claim against the council
- Criticism of council policy
- A matter which is, or may be, the subject of court or tribunal proceedings

Complaints about Councillors

Any complaint about councillors' conduct can only be dealt with by reporting details to Durham County Council's Monitoring Officer. The Parish Council cannot legally deal with these issues.

Compliments and Comments

Compliments - thanking the Council for something done, or done particularly well.

Comments - We recognise that sometimes members of the public simply want to register a comment about a council service, and do not wish to pursue a complaint. In this case we will ensure a record of the comment is maintained and appropriate action is taken on the comment. Where compliments/comments are received by the Council an acknowledgement will be communicated by the clerk within 3 working days.

What do I do if I am unhappy with the council?

You can write to us with details of your complaint. We will send you an acknowledgement and inform you who is dealing with your complaint within three working days of receiving your complaint.

There are two stages to the Council's complaints procedure:

Stage One

Your complaint will be acknowledged within three working days of contacting us. Your complaint will be investigated by the clerk and a reply provided to you within ten working days.

If you are unhappy with your reply you can appeal to the Council, which leads to Stage Two.

You may choose to appeal because:

- you think a finding or penalty is unfair
- additional new evidence comes to light – hearsay or unsubstantiated evidence cannot be accepted
- you think the stage one procedure was not used correctly

Stage Two

You may appeal to the Council's Complaints Committee whose Members are drawn from the Council. We will let you know that we have received your appeal within three working days of you contacting us.

The Parish Council's Complaints Committee will consider the evidence, based on the criteria set out above, and provide a final response. If it is considered necessary you will be invited to attend and discuss your complaint with Committee Members. These members will not have been involved in the original complaint and they will determine if there is a valid reason for appeal.

The Parish Council's Complaints Committee decision will be communicated to you through the Clerk within fifteen working days.

If the Council's Complaints Committee determines there is no valid reason for the appeal there is no further right of appeal at this stage.

This will be the final decision and the case will be closed. There is no further right of appeal.

How do we make sure everyone is treated fairly?

We recognise and value all of the people in the City of Durham Parish area and want to make sure that everyone can use the complaints system. We want to make sure we treat you fairly when making any complaint about us.

The information you give is confidential. We only use it to check that we treat all groups of people fairly and we do not discriminate against you.

If part of your complaint is about equal opportunities or discrimination, please tell us. We will make sure we look into that for you.

Vexatious/Repetitive Complaints

The Parish Council may choose to give a decision on a complaint, without a formal investigation, where it considers the complaint to be deliberately vexatious or repetitive.

How can I complain?

You can write to the Parish Clerk providing full details of the service you are complaining about.

Please send all written complaints to: -

City of Durham Parish Council
Office 3
Clayport Library Building
8 Millennium Place
Durham
DH1 1WA

or e mail to parishclerk@cityofdurham-pc.gov.uk

9. CONSULTATION OF SECTION 106 APPLICATION – LOWES BARN COMMUNITY PROJECT

Members considered the Section 106 application from the Lowes Barn Community Centre Trustees and **agreed** the following response to this response:

"The City of Durham Parish Council wishes to congratulate the Lowes Barn Community Project on its excellent work and a thorough application.

The Parish Council wholeheartedly supported the planning application for this development in 2020. Once constructed, this community centre will represent the culmination of thousands of volunteer hours of work carried out by a small, dedicated team of 6-7 Trustees of the Lowes Barn Community Project (LBCP) and 8 volunteers. Funding has been made possible thanks to previous Section 106 applications and support from the local County Council Ward Members and previous Ward Members.

The Parish Council also applauds the Trustees on the identification and pursuit of external funding from the National Lottery and the Bernard Sunley Charitable Foundation.

The merits of this project are clear - the provision of a community centre in this location is of significant importance to local residents and to the City of Durham parish area as a whole. The social aspect of the proposal in a sustainable location carries significant weight in favour of the Parish Council's support for this project. The proposed location of the centre is both practical and also helps to ensure that the space can be adopted by the local community and encourage a wide range of individual and group outdoor pursuits and recreation; facilitating social interaction and supporting a healthy and inclusive community.

This application is seeking to access almost all of the Section 106 funding within the Neville's Cross division however and the County Council will be aware that the Parish Council currently has a competing, live application for use of the Section 106 funding from the Durham Johnston Annexe public art fund towards the restoration of the Neville's Cross. This year is an important year for this monument as we mark the 875th Anniversary of the Battle of Neville's Cross. The Parish Council believes that this project has substantial public benefit in terms of the heritage of this part of our parish and the Council has been working with the County's Environment and Design team for some time in order to deliver this project. The Parish Council's project is deliverable within a matter of months.

There is a requirement that £26,000 of the Durham Johnston Annexe fund be allocated towards public art within the vicinity of the Annexe itself. This application does not appear to fit the requirement for this element of the funding though the Parish Council feels that the centre would benefit those within the local community in much the same way.

It is the Parish Council's hope therefore that the County Council may be able to accommodate both applications in such a way that helps to deliver each project. The Parish Council hopes that all of the funding applied for towards the restoration of Neville's Cross may be awarded as soon as possible and the remaining funding be allocated towards the Lowes Barn Community Project".

10. CONSULTATION BY LNER ON PROPOSED NEW TRAIN TIMETABLE

The Clerk reminded Members that London North Eastern Railway (LNER) has begun an eight-week public consultation to seek views on its proposed significant timetable change and uplift from May 2022.

LNER's proposal follows over a decade of planning and investment in LNER's new Azuma trains and Network Rail's modernisation of the East Coast's tracks. It aims to support the economies and communities along its East Coast route, providing more services, more seats and reduced journey times and high levels of reliability on long distance services between London, the North of England and Scotland, as an even more sustainable alternative to air and road.

The Clerk advised that the timetable will see LNER's five trains per hour into and out of London King's Cross increase to six, enabling the introduction of new, faster services throughout the day. There will be 39 additional LNER services per weekday and more at the weekend too. London-Edinburgh services will be around 15 minutes faster with up to 1,500 more seats per day, each way; and London to Newcastle services will be around 10 minutes faster, with up to 7,500 more seats per day, each way.

By adding extra capacity to and from York, LNER is also putting in a building block for a regular Middlesbrough service once local infrastructure work is complete.

The proposed May 2022 timetable has been developed by Network Rail with all train and freight operators on the East Coast Main Line. It has involved balancing long-distance, high-speed, regional and local services, alongside the needs of the rail freight sector. It is based on investment into the East Coast Main Line as well

as decisions by the rail regulator in 2016 on how the route's finite capacity is to be used and the consultation on our predecessor franchise.

The Clerk advised that the public consultation is open from 11 June to 5 August 2021 to seek the views on the proposed timetable.

Durham has for some time been the second busiest railway station in the north-east, with only Newcastle generating more passenger journeys. LNER's consultation document shows conclusively that Durham has more passengers and generates more revenue on its route than Darlington, despite currently having about half the number of London trains.

LNER currently operates one train per hour to and from Durham. Under the new timetable:

- There will be an increase of services running to and from London's King's Cross, York and Newcastle to three trains every two hours Monday to Saturday. This is broadly the same level of service that is provided on Sundays.
- There will be new hourly direct services to and from Stevenage and Grantham all week round.
- LNER services to and from Alnmouth, Northallerton and Darlington will continue to run with no changes in their frequency.
- There will be a slight reduction in services running to and from Peterborough, Newark North Gate, Doncaster and Edinburgh to a train every other hour. Edinburgh will still have an hourly service with CrossCountry running.
- There will be significant journey time enhancements to and from key destination cities of London and York.
- There will be minor journey time enhancements to and from key interchanges at Doncaster and Peterborough.

The proposals have been received negative coverage in the local press as the changes to the service also involve:

- The frequency of trains between Newcastle and Manchester via Darlington being halved from two trains per hour to just one.
- The number of trains to London from Darlington being cut by three trains per day.

The Clerk made Members aware of this consultation and the response of the former Director of Transport Scotland to these proposals and asked Members for their views on this.

It was **agreed** that the Parish Council should respond positively to this consultation and support this proposal. In doing so, Members felt that the Parish Council should respond positively to this consultation, given that these proposals will involve a 50% increase in service for Durham; something which

Durham residents will benefit from significantly and the changes also respond according to customer demand for these services.

Members also felt that the focus of the Parish Council's response should also include matters such as reducing train fares and promoting use of public transport to tackle climate change.

11. ANTI-SOCIAL BEHAVIOUR AND NOISE OPTIONS PAPER

The Chair presented the paper on anti-social behaviour, as worked through with local residents and Parish Councillors.

Members felt that this was a very comprehensive report and **agreed** that this should be sent to the Leader of Durham County Council, Professor Graham Towl, Durham Police's Chief Constable and the Police and Crime Commissioner (PCC).

Mr John Ashby advised that he believed this was a good opportunity to try to resolve these issues for the long-term with a new Administration at DCC, a new PCC and a new Vice-Chancellor at Durham University.

Cllr E Ashby advised that another key stakeholder in this issue is the private rented/ landlord sector in Durham City and that she hoped that the Parish Council could begin a positive engagement via its Business Committee with landlords, etc to assist positively with this and other issues in the City. Cllr E Scott advised that she felt that this was a very good idea.

Cllr E Scott also advised that it is now confirmed that Durham Police will have a presence in the new bus station on North Road.

12. PERSONNEL MATTERS

The Council noted that the Assistant Parish Clerk has now resigned from her post on the Council. Members took the opportunity to thank the Assistant Clerk for her work on the Parish Council. In doing so, Members also **agreed** that the Parish Council should immediately publish an advert for a replacement Assistant Parish Clerk.

It was also **agreed** that Cllrs Victoria Ashfield and Grenville Holland should join the Parish Council's Personnel Committee.

13. REPORT ON REMEMBRANCE SUNDAY EVENT 2021

The Clerk provided an update on the preparations for the Remembrance Sunday event this year. Councillors agreed to again take on the responsibility for hosting this event.

The Chair thanked the Clerk for his work and preparations for this event. Members also **agreed** to delegate budgetary and organisation responsibility for this event to the Parish Clerk.

14. REPORT FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

Cllr L Brown provided an update on the latest meeting of the Durham Access for All Group.

Cllr L Brown advised that the Group had received a report on wheelchair accessible EV charging points in the City.

Cllr L Brown also advised that the Group had expressed its hope that the Parish Council would continue to object to new street trading/pavement licenses and kept up the pressure on tackling A Boards in the City.

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.

The Parish Clerk provided an update on the work of the ASB sub-group, advising that all organisations were working towards solutions to these ASB issues being reported by local residents. The Parish Clerk specifically highlighted the fact that the Parish Council is due to launch its Shhh campaign ahead of Freshers' Week.

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

Signed,

**Chair of the City of Durham Parish Council
(27th September 2021)**

ITEM 5: SUPPLEMENTARY PLANNING DOCUMENT ON TREE MANAGEMENT AND PROTECTION

Trees as a part of our Parish

Whether through the adoption of initiative 17 of the Parish Council's Looking Forwards document, the adoption of the Neighbourhood Plan which focuses on green infrastructure, through priorities within the Parish Council's strategy or from the work of the Parish Council's Environment Committee to clean and green Durham City, the City of Durham Parish Council has clearly stated its commitment to protecting and enhancing trees in the parish area.

Trees are a notable part of existing landscapes within the City of Durham Parish area and the benefits of trees in the City have long been acknowledged. Trees and green landscaping are a cost-effective way to improve the environmental quality of Durham City by, delivering physical, social and economic well-being. Trees and landscaping help mitigate and adapt to the effects of climate change, manage flood risk, improve surface water management, air quality, biodiversity and the visual amenity of an area. Planning for the future is key to having a resilient city and a sustainable place to live. To that end, Members are keen to progress a proposal of a Supplementary Planning Document for the management of trees.

Supplementary Planning Documents

Supplementary Planning Documents are intended to add further detail to the policies within a Local Plan. They can be used to provide further guidance for development on specific sites or on particular issues. Supplementary planning documents would support and is directed by a number of national and local planning policies and are capable of being a material consideration in planning decisions but are not part of the development plan.

Background

In 2019, the Principal Landscape Officer at Durham County Council met with the Neighbourhood Plan Working Party to discuss the issue of tree management in more detail. The conclusions from the meeting in 2019 were that a Supplementary Planning Document was the way forward and had to be drawn from an approved development plan policy - either in the County Durham Plan or the Durham City Neighbourhood Plan. One approach considered was to extend the Character Assessment work that had been done with local residents' groups so as to add trees and greenery to the built environment assessments that now form the basis of the Conservation Area characterisations of built vernacular in each locality.

Since then, multiple meetings have taken place with relevant officers at Durham County Council on this issue and it is clear that there is a shared desire to seek opportunities to protect and enhance trees in the parish area.

The officer advised that the County Council is currently putting together a Tree and Woodland Strategy for the whole of County Durham. The Officer also advised

that planners will need to consider this Strategy in any decision making. Though the Strategy wouldn't go fully in depth to specific sites, it would provide overall global guidance for the County Council in terms of the management of trees in their ownership.

The officer also advised that only 5-10% of the trees in the City of Durham parish area are owned and managed by the County Council. The majority of trees in the parish are owned by the University and the Dean and Chapter.

In January 2021, the Parish Council committed a budget of £4,000 to delivering two SPDs – a good design guide and a tree protection SPD, which are intended to be linked to the Durham City Neighbourhood Plan.

The County Council has also indicated its desire to create a design guide for the entirety of County Durham, with the intention of having this formally adopted by 2024.

Policy context

The National Planning Policy Framework

The National Planning Policy Framework (NPPF 2021) sets out the Government's planning policies for England. It has a presumption in favour of sustainable development. A core principle for planning is that it should contribute to conserving and enhancing the natural environment and reducing pollution. The NPPF contains a range of policies which promote sustainable development, by requiring good design, promoting healthy communities, meeting the challenge of climate change and flooding and enhancing and conserving the natural and local environment. Planning policies and planning decisions should recognise the wider benefits from natural capital and ecosystem services including the economic and other benefits of trees and woodland.

The general view is that the 2021 updated version of the NPPF strengthens the position on retaining, protecting and adding to trees nationally; with a requirement for new streets to now also include lines of trees.

The Neighbourhood Plan

Policy G1 of the Durham City Neighbourhood Plan deals specifically with the protection and, where viable, enhancement of green infrastructure in the parish. It states:

Protecting green assets

Development proposals must not result in the loss of existing green assets unless:

- the affected asset does not have a significant recreational, heritage, cultural, ecological, landscape or townscape value; or
- the affected asset can be demonstrated to be surplus to local requirements and there are alternatives which are capable of serving the needs of the occupants of the development and of the environment; and
- retention of the existing green asset within the site is not viable or practicable.

If the loss of green assets is unavoidable, a compensatory amount of green assets should be provided within the site in the first instance. Where opportunities within the site are constrained then consideration will be given to provision off site which is capable of serving the needs of the occupants of the development and of the environment. In all instances opportunities to incorporate innovative solutions on site should be exhausted.

Enhancing green assets

Where viable, development proposals are encouraged and will be supported to provide additional good quality green assets on site with regard to deficiencies of green assets within Our Neighbourhood.

Any new green assets provided should be native species, appropriate to the context, having regard to the landscape, townscape.

Policy H3 also deals with our neighbourhood outside the Conservation Area. It states:

Development proposals within Our Neighbourhood outside the Conservation Areas must demonstrate an understanding of the area of the proposed development and its relationship to Our Neighbourhood as a whole.

Development proposals outside the Conservation Areas should take into account, and

meet where relevant to the area to which the proposal relates, the following requirements, by:

- sustaining and enhancing the character and distinctiveness of the area; and
- avoiding the loss of open space and public realm that contributes to the character and appearance of the surrounding area;

County Council tree management policy

The County Council adopted a tree management policy in July 2017. This document brings all tree management procedures together and explains:

- how 'highways tree inspection programme' works
- how the County Council will deal with complaints and reports about trees in their ownership
- how the County Council will prioritise work and the reasons why work will or won't be done
- how and why the County Council manages its tree stock
- what powers the County Council has over trees on private land
- how the policy will affect planning and development control
- how we make decisions and what affects the decisions

A copy of this policy can be found here:
<https://www.durham.gov.uk/treemanagement>

Legislative context

Trees are protected under planning law by the Town and Country Planning (Tree Preservation) (England) Regulations 2012. This allows the County Council to protect trees on private land with a Tree Preservation Order (TPO) if they have 'good visual amenity value' meaning that they can be seen by the public and add to the quality of the local area. Once a tree has a TPO, planning permission is required before carrying out any work to trees including work to the roots. The legislation also protects all trees with a stem diameter greater than 75mm in conservation areas due to the contribution trees make to the character of conservation areas. If work to the tree is planned, the County Council requires six weeks' notification prior to any works commencing. The County Council will place a TPO on the tree(s) if it considers the works will be detrimental to the visual amenity value or health of the trees.

In addition to statutory duties specifically related to trees, Section 40 of the Natural Environment and Rural Communities Act 2006, places a duty on a public authority to have regard, in the exercise of their function, to the purpose of considering biodiversity. The County Council has also statutory obligations concerning designated wildlife sites and protected species. These all translate into the requirement to plan carefully to ensure there is no net loss of biodiversity through protection and new trees and landscaping contributes to achieving gains for nature.

Tree Preservation Orders (TPOs) and trees in conservation areas

In England, Local Planning Authorities have the power to protect important trees by making a Tree Preservation Order (TPO). Trees are also protected if they are in a conservation area.

A TPO is a legal document made, administered and enforced by us as the local planning authority. It protects specified trees and woodlands, and prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without our permission.

A TPO can protect anything from a single tree to all trees within a defined group or woodland. There are currently around 700 TPOs in County Durham. Further details of protected trees and trees in conservation areas can be found here: <http://www.durham.gov.uk/article/3914/Protected-trees>

Proposed aims of the SPD

Within Durham City's landscape, trees can often have the greatest impact, with long term benefits. That being the case, development and construction can often damage trees through direct loss, reduction in space for growth and spread, direct damage due to soil compaction or root severance or through contamination. Landscaping is also very important to the environmental quality of an area.

Development provides the opportunity to improve the environment by increasing species diversity, ensuring good specification and planting.

The proposed purpose of the SPD is to ensure trees and landscaping are fully considered as part of development proposals. The document will provide further guidance and detail on local planning policies so as to ensure that the existing and potential contribution of trees and other greenery towards the particular character of each locality will be maintained and improved. The SPD will:

- Demonstrate clear procedures for the retention and protection of existing landscape features within developments and open spaces;
- Increase the provision and diversity of local green landscaping;
- Maintain and improve the distinctive green components of each character area within and outside the Durham City Conservation Area.
- Provide guidance on specification, planting and maintenance of trees.
- Place replacement planting requirements on developers when trees are removed as part of a development and specify requirements on typography, species, etc of replacement trees.
- Provide guidance on when felling should take place if this is unavoidable.
- Provide guidance on the impact of trees on biodiversity and local wildlife corridors.

Next steps and costs

The Parish Council's Planning Committee has proposed the creation of a working group to progress the two SPDs. It is proposed that Ms Sue Childs and Mr Michael Hurlow (City of Durham Trust) join this working group, given their clear expertise in these fields. This working group would be delegated responsibility to deliver these SPDs on behalf of the Parish Council.

It is proposed that the Parish Council launches a public consultation on the proposed SPD on trees as soon as possible (to be linked to the Neighbourhood Plan) and seeking community support for this SPD, what the SPD should cover and clarification on what trees are valued in the parish and where, etc.

The Parish Clerk has sought cost estimates from the Parish Council's planning consultant on support for the creation of the SPD on trees. Jo-Anne Garrick has indicated that costs to prepare the SPD described in the brief above would be between £2,000 to £3,000. This would obviously depend on how many meetings the Parish Council wished Jo-Anne to attend, input to/ attendance at a consultation event, discussions with the County Council, etc.

**DECISIONS
REQUIRED**

- 1) For Members to recommend to Full Council the creation of this Working Group, with delegated responsibility to deliver the proposed SPDs as part of the Neighbourhood Plan.
- 2) For Members to recommend the proposed next steps, as set out in the above report, to Full Council on the proposed SPD on tree protection.
- 3) For Members to recommend the proposed brief for the trees SPD as set out in the above report.

ITEM 5: CLIMATE ACTION REPORT

A report and suggestions submitted to the City of Durham Parish Council by Cllrs V Ashfield and R Friederichsen, 15th September 2021

Introduction: This report follows up on previous climate change-related discussions and decisions made by the Parish Council (PC) as well as the Environment Committee (EC) and proposes a set of follow up actions. All ongoing and proposed actions flow from the PC's declaration of a climate emergency PC in March 2019, as re-published on PC's website [here](#). In addition, this report follows up on priorities for the city identified in '[Looking Forwards](#)'.

This report is divided into three chapters, each of which submits one or several suggestions for the PC to discuss and approve. Chapter 1 proposes to start developing the Terms of Reference for a dedicated role of Climate Lead to increase the PC's efficiency and effectiveness of tackling the climate emergency. Chapter 2 proposes short term actions surrounding the COP26 climate talks. Chapter 3 suggests a tool and process to monitor the PC's path to net zero.

Chapter 1: Council Climate Lead

On 14th September 2021, the Environment Committee nominated and proposed that authority be delegated to Cllr R Friederichsen to lead and coordinate COP26 and Carbon accounting-related activities as the temporary Parish Council Climate Lead. The Environment Committee committed to supporting the temporary Climate Lead in developing a Terms of Reference document for a Council-wide Climate Lead role. The Climate Lead's responsibility will be to support the Chair of the Parish Council and Committee Chairs and to help coordinate the Council's climate-related actions based on the existing division of work between Parish Council Committees and Full Council.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree that Cllr R Friederichsen be the Parish Council's temporary Parish Council Climate Lead.2) For Members to delegate to the EC the development of a Terms of reference document for the Council Climate Lead, to be reviewed and submitted for approval by PC in December 2021 or January 2022.
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Chapter 2: Marking COP26 in Durham

The 26th UN Climate Change Conference of the Parties (COP26) is taking place in Glasgow in October/November 2021, at its last Committee meeting, the Environment Committee discussed in detail and expressed its support for marking this event with a set of activities in Durham.

The proposed activities are the result of prior discussions between Members of the Environment Committee with a group of key local stakeholders through the Durham Climate Co-ordination Action (DCCA) Group, chaired by Kirsty Thomas. From those discussions it is clear that DCCA is hoping that the Parish Council will contribute to marking COP26 locally and thereby showing its support for local

climate activists and strong outcomes from COP26. A number of groups have already announced their intention to organise a range of activities in Durham on 6th November, i.e. the weekend which marks the mid-point of the COP26 talks and will be celebrated globally as a [Global Day of Action](#).

The details of the PC’s contribution to COP26-related activities in Durham will be planned and delivered by a “Task and Finish” group for which at this moment Cllrs R Hanson, V Ashfield, and R Friederichsen are volunteering. The activities are likely to include

- Erecting a marquee / gazebo (or both) in Millenium Place which would provide a reasonably Covid safe outdoor gathering space to hold a range of activities to inform, engage and discuss climate action with residents, and any experts and decision makers that would be chosen and could be won to contribute their time and expertise for the day.
- Hiring an indoor venue for a more in-depth event focusing on school and University students but open to the general public.

The Environment Committee has previously agreed a budget of £1,500 for “Climate Lobbying”, £1,000 for “Encouraging Walking, Cycling & Sustainable Travel”; and £1,000 for “encouraging electric vehicles”. Transport is one of the most important areas of local government climate action and we therefore suggest that this event addresses low carbon transport and active travel as part of the planned activities and that the event’s budget is capped at £3,500 accordingly.

We suggest the Task and Finish Group is delegated the authority to plan activities within budget on behalf of the PC. The Task and Finish Groups will keep the Environment Committee fully informed throughout and report back on the plans to Full Council on 25 November.

DECISION REQUIRED	For Members to delegate to the Task and Finish Group to plan and lead delivery of COP26-related activities within budget and report back to PC on 25 November 2021.
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Chapter 3: Monitoring the PC’s path to net zero

On 14th September, the Parish Council’s Environment Committee discussed in detail and agreed to propose to Full Council an identified tool to monitor the Parish Council’s path to net zero greenhouse gas emissions and the production of an emissions baseline.

The Greenhouse Gas Accounting Tool has been produced by Local Partnerships, working with the LGA, to help local authorities establish their baseline greenhouse gas emissions over a single reporting year, providing focus on scope 1 and 2 emissions with some development on scope 3 data sets. A full copy of the Tool is attached with this Agenda paper.

The Environment Committee also agreed that the Parish Council needs to develop Councillors’ capacity to a) reach the Parish Council’s commitment to carbon neutrality, and b) to be able to influence and lead local residents, businesses and

organisations on that challenging journey. The Environment Committee discussed and agreed on the need for all Councillors to receive training and identified a targeted, one day "Carbon Literacy" training at the cost of between £450 and £650 as a suitable way of addressing this training need. Further details about this training can be found here: <https://carbonliteracy.com/about-us/>

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to adopt the existing greenhouse gas Accounting Tool developed by Local Partnerships.2) For Members to agree to task the Clerk and Climate Lead to produce a 2020 baseline of the PC's greenhouse gas emissions and a draft road map towards net zero by the end of October 2021.3) For Members to agree that the Climate Lead organises Climate Literacy training for all Parish Councillors and staff and for the training to take place as soon as feasible.
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ITEM 5: PROPOSAL TO TACKLE RECYCLING CONTAMINATION

The Parish Council has made promoting recycling a key aim of the Parish Council as part of its programme of work this year. In January, Council agreed to allocate £1,000 towards this priority as part of the Environment Committee's budget.

Contamination of waste – both domestic and industrial – is a serious issue in Durham, with recent findings indicating that almost ten per cent of material collected for recycling was not suitable, as it included contamination such as nappies and pet waste. In attempting to tackle this issue, the County Council launched a "Bin it Right" campaign in 2014.

Contamination occurs in recycling when non-recyclables are placed in recycling. Contamination can include anything from food waste to plastic bags. Different recycling systems allow for different materials to be recycled and consider different materials as contaminants. This makes proper recycling difficult. In order to make prevent contamination while recycling effectively, it is necessary to be informed about the materials recycling programs accept, and follow these guidelines.

When a certain percentage of a batch of recycling is contaminated, the whole batch of recycling is considered unusable and thrown away. Therefore, contamination can undermine the good recycling habits of others and cause easily recyclable items to end up in landfills.

At present, if a member of the public puts the wrong item into their domestic recycling bin, they may find a yellow sticker on the bin and a letter through the door to help them to understand how to 'Bin it right'. DCC also advise that a member of the public may also receive a home visit to explain recycling in more detail.

If the member of the public continues to place non-recyclable items in their recycling bin, they will receive an orange sticker and will have to remove said items and place the bin out on the next collection day.

Rubbish disposal and recycling are also ongoing problems with many student households living in the City, such that the University is understood to have hosted waste disposal training for new students. In a number of streets within the parish, wheelie bins are provided but take up much of the public realm and in other streets, larger industrial-sized communal bins are provided.

It is clear that a major factor in this issue is public education and awareness of these issues. At its last Committee meeting, the Environment Committee proposed the production of an (already designed) self-adhesive A4 poster to go on ever domestic recycling bin in the parish, advising members of the public what items can go into this bin. At present, there are circa. 8,500 residential properties within the parish (with different bins) and the logistics of arranging this would require the support of DCC's waste team. The Parish Clerk has proposed this to the Waste Operations Manager at DCC and he has advised that he is in the process of arranging a similar public awareness project alongside the Director of Service and has committed to involve the Parish Council in this.

Cllr V Ashfield has volunteered to take a lead on this project and the Council is recommended to delegate responsibility to work and liaise with DCC on this project to both the Clerk and Cllr Ashfield. As part of this delegation, it may also be sensible to delegate responsibility of the budget agreed by Full Council to the Environment Committee so as to progress this as swiftly as possible.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to support all efforts by DCC and the Parish Council to tackle contamination of recyclable waste, including a public awareness campaign.2) For Members to delegate organisational and budgetary responsibility (within the agreed budget for this priority) to the Clerk and the Environment Committee to lead on discussions with DCC and efforts to tackle this issue.
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ITEM 5: PROPOSAL FOR THE BUSINESS COMMITTEE TO HOST A ROUNDTABLE MEETING WITH DURHAM LANDLORDS

In January 2021, to help the Council understand how it could best support the Durham's independent retailers' and hospitality businesses' contribution to the city's economy, the Council initiated a well-attended and productive roundtable discussion involving a wide cross section of local business managers and owners in the City.

Positive feedback from that first meeting and subsequent opportunities for partnership working suggest that, because residential property management businesses also constitute a large part of economic activity within the Parish, a roundtable meeting with representatives of that sector could be similarly beneficial.

Having a clearer understanding of the drivers of, and constraints upon, the workings of this part of the local business community would be very helpful when proposals come before the Council's various committees.

In addition, the hope would be that consequent ongoing contacts with both residential agents and private landlords would be helpful to the businesses themselves and, potentially, other Parish stakeholders as well.

The aim is to build a participative and positive approach by all parties to understanding and managing the factors influencing the residential property market in the Parish.

The following are suggested items for the first roundtable meeting with landlords:

Items for a first agenda

1. Welcome and introductions.
2. Brief introduction to relevant Parish initiatives.
3. Identifying any mutual aims for housing supply and the challenges to their delivery.
4. Ways the Parish can support owners' and landlord's positive contribution to the local community
5. Discussion: ongoing communication and ways forward for mutual benefit.

This proposal has been discussed at previous Parish Council meetings and is being discussed at the Business Committee's next meeting on 27th September.

DECISION REQUIRED	For Members to agree to the Business Committee hosting a roundtable discussion with private landlords in Durham, as set out in the above report.
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ITEM 5: CONSIDERATION OF ASSISTANT PARISH CLERK ROLE AND RECRUITMENT

Members will be aware that the Parish Council has been recruiting for a new Assistant Parish Clerk since the resignation of the former Assistant Clerk earlier this year.

A job description was agreed at Full Council in July 2021 for this role and, as per the agreement taken at Full Council, the requirement of previous experience within the Parish/ Town Council sector was removed from the job description, with the hope that this would attract a wider range of candidates for this position.

The salary scale applied to this role followed specialist HR advice based on the job description agreed by the Council.

The role has been advertised on the Parish Council's website, DCC's intranet, the North East Jobs website and CDALC's website as well as their weekly bulletin. The closing date for applications was 27th August 2021 and, to date, 3 applications have been received for this role.

Personnel Committee Members have reviewed each application and agreed that none of the applications are suitable for this role.

It is therefore proposed that the job role be amended as follows:

Job title: Community projects officer

The City of Durham Parish Council is advertising an exciting, rewarding and outward facing part-time role to manage a diverse range of community projects, primarily those relating to the work of its Environment Committee. The successful candidate will work for the Parish Clerk and will work in collaboration with him on a range of other tasks including some administrative tasks as required.

Location: Working from home on a temporary basis (owing to the Covid-19 pandemic) and in Durham City thereafter.

Day/Times: This role is for (**TBC**) hours per week. Candidates must be flexible as additional hours are needed at busy times and also when deputising for the Parish Clerk. There are some meetings in the evening.

Salary: In accordance with NJC pay scales – exact salary **TBC** with HR.

Role: The City of Durham Parish Council is an ambitious, pro-active Council which works to deliver a wide range of projects and events, focusing on the living environment and community wellbeing. The successful candidate will work largely with the Parish Council's Environment Committee and a range of other key stakeholders.

The role will primarily involve the management of community projects within the City of Durham parish, in collaboration with the Parish Clerk as well as other administrative tasks as required.

Reporting To: City of Durham Parish Clerk as line manager who will report to the Chair and the Parish Council.

Duties required as part of this role:

- To manage community projects within the City of Durham parish area, as directed by the Council.
- To work closely with the Parish Clerk and Councillors on the delivery of projects, such as Durham in Bloom, community planting projects, supporting work with local schools and other key stakeholders.
- Work with the Council to develop a model for a Young Persons/Youth Forum.
- Identify, develop and write grant applications for Council projects/initiatives.
- To work with the Parish Clerk and Councillors to review community initiatives, to maximise community engagement and involvement.
- To assist with the organisation and management of events and attend these as required.
- To be involved in updating and developing the Parish Council website and to be involved in the production of the Parish Council newsletter.
- To assist the Parish Clerk with the smooth running of the Parish Council's administration.
- To assist in accurate record keeping and administration.
- To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.
- To undertake such other duties as may be required from time to time commensurate to level of the post.
- To attend meetings, including some in the evening, and make reports as required.

Role Specification

The person must be able to attend meetings as required by the Parish Clerk and some meetings will be in the evening.

The post is subject to the receipt of at least two satisfactory references.

The person must be reliable, capable of working on their own initiative with minimal supervision.

Also required:

Good general education

Pleasant face to face communication and telephone manner

Computer literate with a good working knowledge of Microsoft Word, Excel, Powerpoint, the internet.

Well-organised

Flexible and able to multi-task

Willing to learn and take responsibility for own personal development

Collaborative working style with a pro-active and innovative approach to work

DECISION REQUIRED	For Members to agree to the job description for the additional role on the Parish Council, as set out in the above report and to instruct the Parish Clerk to seek advice on an appropriate salary level for this role from DCC HR and to commence advertising for this role.
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ITEM 7: OUTCOME OF THE PARISH COUNCIL'S EXTERNAL AUDIT 2020/21

As Members are aware, each year the Parish Council undergoes two sets of audits - one internal audit and one external audit. These audits are a legal requirement which assess the Parish Council's policies, standing orders, financial regulations, VAT returns, cashbook, bank statements, minutes, website and more to ensure good governance and compliance.

Earlier this year, the Internal Auditor carried out a review of the Parish Council's workings and provided a positive report, as provided to Members.

Mazars LLP have now completed their external audit for the year ended 31 March 2021 and have certified the Annual Governance and Accountability Return. No issues - including any minor issues - have been identified in the external audit review. As such, the Accounts and Audit (England) Regulations 2015 set out what the Parish Council must do at the conclusion of this audit.

In summary, the Parish Council is required to publish a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

DECISION REQUIRED	For Members to note the conclusion of the external audit for 2020/21 and to instruct the Parish Clerk to take all appropriate action, as set out in the above report.
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ITEM 8: MOTION BY CLLR R ORMEROD ON SUPPORTING REFUGEES AND ASYLUM SEEKERS

Councillor R Ormerod wishes to propose the following motion to the Parish Council on supporting refugees and asylum seekers:

The motion

This council notes with sadness and concern the events taking place in Afghanistan in recent weeks.

This council commends Durham County Council on agreeing to be part of the Government funded ARAP (Afghanistan Relocation and Assistance Programme) which is targeted at those Afghan nationals that have supported the British mission in the region and notes that families have now started to arrive into County Durham as part of this scheme.

If and when refugees are located in the City of Durham Parish Council area, this council agrees to do all it can to help the families settle into their new homes, and come to terms with the significant life changing events they have gone through.

This council supports Durham City of Sanctuary in its efforts supporting both newly located as well as settled refugees and asylum seekers across the county as they integrate into living in Durham.

DECISION REQUIRED	For Members to agree to the above motion and take any and all appropriate action associated with this motion.
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ITEM 9: MOTION BY CLLR E ASHBY ON WELCOMING NEW STUDENTS TO DURHAM CITY

Councillor E Ashby wishes to propose the following motion to the Parish Council on welcoming new students to Durham City:

The motion

This Council forthwith issues a public statement [by live media if possible] welcoming both returning and new students to the city at the start of this new term and offering a warm invitation to join with their neighbours and other residents in working together to enhance Durham's reputation as 'the best place to live, work and study.'

DECISION REQUIRED	For Members to agree to the above motion and take any and all appropriate action associated with this motion.
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ITEM 10: SECTION 106 CONSULTATION – ARTICHOKE TRUST APPLICATION

The Parish Council is being consulted on the recent Section 106 application from Artichoke Trust for use of funding from the Elvet and Gilesgate division towards the Lampounette art installation.

This consultation follows two meetings the Parish Council has held with representatives from Artichoke on this proposal. At pre-application stage, the Parish Council was asked to submit a letter of support for this proposal by Artichoke and responded to this as follows:

The City of Durham Parish Council has recently met with representatives of Artichoke in order to discuss their proposed Section 106 funding application.

Our understanding is that Artichoke is hoping to submit an application for use of the £30,000 from the Gilesgate Estate Ltd development (planning reference: DM/14/01196/FPA) which is designated for use towards public art. The use of this funding is intended for the installation of the "lampounette" art piece at the Sands side of Pennyferry Bridge.

The Parish Council is aware of a number of sources of public arts funding through Section 106 at present and hopes that planners will consider other uses for Section 106, such as open space enhancement, for maximum public benefit. Furthermore, whilst we appreciate the sensitivities around such installations within the conservation area etc. the Parish Council hopes that more focus can be made of areas on the outskirts of the immediate city centre (and not just within this particular County division) as opposed to the present Milburngate-centric focus for this type of art.

The fact remains that the proposed location for the "lampounette" is in a highly sensitive part of Durham City; with recent developments such as the new County HQ building the subject of much local objection and the adjoining common land more recently the subject of a public inquiry.

The Parish Council has been assured that the lighting resulting from the "lampounette" will not adversely impact on the local wildlife in this area and would ask that this be confirmed in writing by the County's ecologist.

Whilst the Parish Council has concerns over the proposed location, it is clear that this funding has remained unspent for some years now and is at risk of being returned to the developer. There are also no other competing 'shovel ready' projects for these funds.

The Parish Council recognises that this application does meet the relevant criteria for this funding and, on this occasion, raises no objection to this application.

Since the submission of this letter, Members have now received the full application form with associated documentation (attached) from Artichoke and this has raised a number of questions on the application, such that Members may wish to consider a further representation on this application. The following questions have been put on this application:

1 Application form

Section 9

What is the projected scale of the ongoing maintenance costs and what does this involve? Experience with metal work and glass on heritage lamps in tree lined streets suggests it will be necessary. Trees are indicated on the location plan. Also cleaning and maintaining the seating.

What are the projected energy running costs? There are no figures under capital or other costs in the budget.

Section 10

DCC's Ecology judgement on the effects of light spill is for the permanent installation. Has there been any evaluation of the impact of the Event installation itself? Has the full ecology study now been completed in preparation for this permission?

What 'close consultation with local community organisations' has taken place in connection with this application?

What 'identified need of local people' does this installation meet?

2 The budget

What are the costs associated with the temporary installation on Framwelgate Waterside and who is paying them?

Are the Heritage Statement (£600) and Ecology Ltd Study (£540) now available?

3 Quotation and Technical Rider

Terms

- validation of the quote by purchase order or agreement signature
- manufacturing time: 6 months upon signature and deposit payment
- payment: 40% deposit upon signature of the contract, balance of payment upon delivery of the Lampounette

Are the staff and capital costs fixed at the level in this application? If not, given the current unstable business environment (Brexit and Covid) who meets any additional costs for materials, transport, staff etc?

The Clerk is seeking clarification on the above points and will hopefully be in a position to update Members at Full Council.

**DECISION
REQUIRED**

Subject to the responses from the applicant to the above queries, for Members to agree their response to the formal consultation on the use of these funds.

ITEM 11: DISCUSSION ON POTENTIAL USES OF SECTION 106 FUNDING WITHIN THE CITY OF DURHAM PARISH AREA

Since considering the recent application from Artichoke Trust for the use of Section 106 funding within the Elvet and Gilesgate division, Members have expressed a desire to discuss in more detail potential projects within the parish for use of this funding.

Members are aware that there is a significant amount of funding available across the electoral divisions of Neville’s Cross and Elvet and Gilesgate; the majority of which is designated for either public art or open space enhancement.

Members are therefore asked to use up to an hour on this particular item of the Agenda to discuss in groups (according to which electoral division each Member represents) potential projects for use of this funding.

It is important to note that the Parish Council is proactive in terms of this funding, with over £4,000 already approved for the restoration of the Ruth First mural on Providence Row, circa £20,000 approved for the restoration of the Neville’s Cross monument and the Environment Committee is working on a proposal for wildlife signage at the moment.

The following is the latest list from the Planning Development Manager on funding available:

Neville’s Cross

4/11/00993/ FPA	Erection of 14 no. dwellings along with associated access, roadways, parking and landscaping	Neville's Cross	*Public Art	£26,000.00	£19,984.80 allocated to the Parish Council this month
8/CMA/4/73	Proposed erection of new police headquarters (B1) and associated car parking and landscaping	Neville's Cross	*Open Space/Recreation/Sports	£150,000.00	

Elvet and Gilesgate

DM/14/01196/FPA	109 Bed Student Accommodation	Elvet and Gilesgate	*Open Space/Recreation/Sports	£31,297.00	
DM/14/01821/FPA	Demolition of Kepier House and erection of 35 no. apartments including all	Elvet and Gilesgate	*Open Space/Recreation/Sports	£37,204.22	

	associated external works			
DM/14/01821/FPA	Demolition of Kepier House and erection of 35 no. apartments including all associated external works	Elvet and Gilesgate	*Public Art	£31,889.33
DM/14/03713/FPA	Erection of 4 new buildings and restoration of Kepier House for use as 214 no. bed student accommodation and associated landscaping.	Elvet and Gilesgate	*Open Space/Recreation/Sports	£6,333.00
DM/14/03713/FPA	Erection of 4 new buildings and restoration of Kepier House for use as 214 no. bed student accommodation and associated landscaping.	Elvet and Gilesgate	*Public Art	£8,847.64
DM/15/01101/FPA	Demolition of garage units and redevelopment to provide 13 student cluster flats and 5 individual studio flats (56 student rooms) and associated communal and ancillary facilities	Elvet and Gilesgate	*Open Space/Recreation/Sports	£4,504.96
DM/15/01101/FPA	Demolition of garage units and redevelopment to provide 13 student cluster flats and 5 individual	Elvet and Gilesgate	*Public Art	£17,169.81

	studio flats (56 student rooms) and associated communal and ancillary facilities			
DM/16/03751/FPA	Demolition of Former Durham Johnston School, Whinney Hill and the Erection of 75 no. dwellings with associated infrastructure, landscaping and car parking.	Elvet and Gilesgate	*Open Space/Recreation/Sports	£39,848.02
DM/16/03751/FPA	Demolition of Former Durham Johnston School, Whinney Hill and the Erection of 75 no. dwellings with associated infrastructure, landscaping and car parking.	Elvet and Gilesgate	*Open Space/Recreation/Sports	£40,530.58
DM/16/03751/FPA	Demolition of Former Durham Johnston School, Whinney Hill and the Erection of 75 no. dwellings with associated infrastructure, landscaping and car parking.	Elvet and Gilesgate	*Public Art	£54,040.77
DM/16/03941/FPA	Conversion of building to provide 12 one and two bedroom apartments including three dormers on the rear elevation	Elvet and Gilesgate	*Open Space/Recreation/Sports	£8,440.98

**DECISION
REQUIRED**

For Members to consider potential uses for this funding, present these ideas to fellow Councillors and agree which proposals to progress.

ITEM 12: REPORT FROM COMMUNITY ENGAGEMENT TASK FORCE – LIVED ENVIRONMENT SUB GROUP

Report of meeting on Monday, 6th September 2021

Chaired by: David Loudon.

Also present: Matthew Wright, John Lowe, John Ashby, Rebecca Eves, Trudy Smith, Yvonne Flynn, Jonah Graham (student rep) Chris Hindmarsh, Carole Lattin (CODP).

1. No meetings have taken place for over a year
2. The terms of reference were reviewed and approved
3. The Estates masterplan update for 2021 – 2022 was presented. It was reported that the university is currently 1,478 students over capacity because of inflated grades awarded over the summer. The university is compelled to take all students meeting entry requirements. Grants of £5,000 are being offered to those students willing to defer and those still intent on coming are being housed in PBSAs. The current estimate is 1,000 over capacity.
4. The university is currently reviewing its target of 50% of 2027 students living in college accommodation. Four to six new colleges will be built over the lifetime of the strategy.
5. Several PBSAs have entered into a management plan with Durham Colleges whereby they come under the aegis of a college and its principal. A full list of these is not yet available nor was there any indication of the criteria applied in selection. There are many new and proposed private PBSAs who are not subject to any university involvement.
6. Concern was expressed about housing standards in the private sector. It is agreed that housing standards and housing in general is an area of mutual interest to all members Efforts are underway to secure a tenants' agreement and to implement a Sheffield type of landlord agreement which would impose a compulsion for better standards, safety etc and effectively license properties. The Student Union has established a Tenants' Union.
7. DU is looking for improved community outcomes. For example, they will impose on their contractors a requirement to use local apprentices and SMEs in the locality where feasible. Student facilities are to be more open to community use and an Open Day will be arranged to display what is available especially in the new Maths and Computing facility. They guarantee a community consultation and input into the design of buildings.
8. The university is aware of residents' concerns around use of the city's infrastructure. The university has a goal to improve the environmental sustainability and ease of travel around University estate and city locations.
9. DU will ensure a safe campus environment. Ventilation in its buildings is underway.