

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 **MAIN HALL, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 24TH FEBRUARY 2022** 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 27TH JANUARY 2022**
- 4. DISCUSSION WITH JOY ALLEN, DURHAM POLICE AND CRIME COMMISSIONER AND ANDREA PATTERSON, ASB CHAMPION ON ASB MATTERS IN THE CITY**
- 5. PUBLIC PARTICIPATION**
- 6. COMMITTEE UPDATES**

- **Planning Committee minutes from meetings held on 12th and 28th January 2022**

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

- **Environment Committee minutes from meetings held on 11th January 2022**

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

- **Licensing Committee minutes from meeting held on 24th January 2022**

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

- 7. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 27th January 2022.

8. PLANNING FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS 2022

9. SECTION 106 CONSULTATION - DCC CLEAN AND GREEN - REFURBISHMENT OF FOUR PLAY AREAS

10. CONSULTATION ON AAP PRIORITIES FOR 2022/23

11. UPDATE ON PROGRESSING A LANDLORD LICENSING SCHEME FOR DURHAM CITY

12. CONSIDERATION OF JOINT RESPONSE FROM DURHAM UNIVERSITY, DURHAM COUNTY COUNCIL AND DURHAM POLICE TO THE PARISH COUNCIL'S ASB AND NOISE CONSULTATION

- Minutes of the latest Community Residents Association Forum meeting where this paper was considered.
- Report based on feedback at the Community Residents Association Forum meeting

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 Thursday 27th January 2022 at 19:00 in the Lantern Room, Durham Town Hall.

Present: Councillors A Doig (Chair), L Brown, N Brown, R Ormerod, R Friederichsen, R Hanson, C Lattin, D Freeman, S Walker, E Ashby and H Weston.

Also present: Parish Clerk Adam Shanley, Mr Richard Combstock (Rocking Horse Rehearsal Rooms) and Ms Joanne Strachan (member of the public).

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

Apologies were received from Cllrs V Ashfield, G Holland, G Nair and E Scott.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr H Weston declared an interest in application DM/21/01670/FPA, referenced in the planning committee minutes of the meeting held on 10th December 2022.

3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25TH NOVEMBER 2021

The minutes of the meeting held on 25th November 2021 were unanimously agreed as a true and accurate record of proceedings.

In agreeing the minutes, it was also **agreed** that the number of votes cast – for, against and abstention - on each item should also be minuted going forward.

4. PUBLIC PARTICIPATION

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

Ms Joanne Strachan advised that she was attending the meeting to hear discussions on item 11. In doing so, Joanne also took the opportunity to express her concerns over late night noise disturbance and ASB associated with students living near to her home.

Joanne advised that she regularly reports incidents to 101 and never receives any feedback. Joanne advised that she felt that there is currently poor liaison between the police and local residents on this issue.

Joanne advised that she would like to see the number of reports and the follow-up actions taken to incidents to be published by the University, the Police and the County Council.

Joanne advised that she felt that two PCSOs were insufficient to tackle the issues in the City. Joanne also advised that she would like to see 24-hour Wardens for the City.

Mr Richard Combstock made the following statement to the Parish Council:

"Hello, my name is Richard Combstock.

I am the owner of Rocking Horse Rehearsal Rooms and recording studio, located on Frankland Lane in Durham City. We've served the local music scene for 11 years, providing rehearsal space, recording services, PA and equipment hire, repairs and drum lessons. Growing to become an important asset in the city's creative community.

Unfortunately we are under threat of demolition, as our landlord has decided to redevelop the site. This will be a huge blow to us personally due to the considerable time, money and effort we have invested in the building, it is who we are.

On a wider scale I believe our closure will be very damaging to the city's cultural infrastructure. We are the only facility of our kind in the City and our customer base covers the whole of County Durham.

It is my understanding that the council are unable to discuss the planning application directly while it's ongoing, I will also be attending the meeting regarding planning tomorrow.

I've requested to speak at this evening's meeting in order to ask the Parish Council to consider that Rocking Horse be classified as an asset of community value, as we are an important cultural hub for the city.

It has been drawn to my attention that the City's neighbourhood plan includes policies regarding the protection of such facilities.

Here's a list of some of the things we have contributed:

We receive 30-40 rehearsal bookings a week on average in our 5 acoustically treated, soundproofed rehearsal rooms.

Our recording studio has recorded over 300 local artists, including the University's 22 piece big band on several occasions.

We've mentored four young aspiring sound engineers who've progressed successfully into the professional domain.

For 8 years we've worked with Rhythm Dynamics, providing drum lessons for over 50 students of all ages from as young as 6.

We've provided PA, equipment and sound engineering services for events across the city, specialising in low cost hire for up and coming bands hosting small scale gigs.

We create videos of local musicians, from live sessions up to full music videos. As well as producing our own youtube channel including our gluefactory live series.

We provide a venue for local original bands to host small scale gigs, including recording 2 "live at rocking horse" vinyl albums.

The Durham live music community has suffered a marked decline in its infrastructure in recent years, with the loss of important venues such as Empty Shop and the

Fishtank. Many emerging local musicians are finding it almost impossible to perform their material in front of an audience in their own city.

The loss of Rocking horse would result in those musicians also being unable to rehearse and hone their craft, a combination of these factors will result in a catastrophic drop in creative output from the city's music scene.

There is currently a wealth of talented and enthusiastic bands emerging from the Durham area, including Dennis, Martha, Faithful Johanas, the Girl from Winter Jargon, to name a few. You may have heard of some of them, all of them regularly use our facility.

The development was only recently made public, so we've had a limited time to react to the situation. We decided that it would be best to build support from the local music community by creating a petition of objection to our closure. So far, we have received over 2500 signatures and had many messages of support.

Here are some examples:

Jonny Robson wrote:

"I'm a musician living in Bowburn. Our band has practiced and recorded at rocking horse rehearsal rooms for a few years now on a weekly basis. We would be totally devastated if this was no longer possible. It's is a great little business, run professionally. It is affordable and local to our band. We need premises like these available where young kids in Durham and the surrounding area can express their creativity. It is a travesty for the local community if we were to lose this."

Julian Laffin from Durham City wrote:

"The closure of Rocking Horse rehearsal rooms would have a drastic effect on Durham City's bands and music scene. I have been in many bands over 10 years of playing live and all of them have used Rocking Horse to rehearse. Without them, we would have had nowhere to practice and no chance of getting to a gigging standard of playing.

On a personal level, the confidence I gained as a musician through having a regular and reliable place to practice that is local and easy to access is invaluable and I know many local musicians feel the same way.

Many of them have recorded music at the rehearsal rooms which has led to significant steps in their careers.

Rocking Horse has changed my life and the lives of so many bands and musicians in Durham. Not only that, but through these bands being able to get to a gigging standard and be supported by Rocking Horse, they can encourage local pub trade as friends and family in the area flock to see them.

Our local pubs value us and count on us to provide high quality entertainment, which we simply cannot do without a local place to rehearse.

Rocking Horse is a modest cultural icon of Durham City, without which much of the music in our town centre would disappear. I urge you to consider this before getting rid of the rehearsal studios I value so much."

I haven't got time to read out any more unfortunately, but there are many, you can read them on the petition when I send it.

I will be doing everything I possibly can to halt this development, but I'm fully aware that our demolition will prove difficult to stop, it is after all their land.

If it goes ahead, it will be very difficult and costly for us to move our premises, we would require a considerable amount of time to remove and rebuild our soundproof walls. It will also be very difficult for us to find suitable premises, particularly given the cost of commercial rental properties in the area and our very specific needs.

We would request that we are given the time necessary for us to find a suitable alternative premises locally, as well as have any new building up and running before the development proceeds. Otherwise we would have to cease trading for an extended period of time, leaving the city with no equivalent facility.

Thankyou."

The Chair thanked Mr Combstock for his statement.

The Chair also advised Members that the Parish Council's Standing Orders do not allow for an item raised by a member of the public to be decided and for a decision to be made on the matter.

The Chair therefore advised the Council that the Planning Committee would be considering the planning application at its meeting tomorrow. Thereafter, a decision on whether to hold a special meeting of the Full Parish Council to consider the question as to whether the Parish Council would support an application to make the Rocking Horse an Asset of Community Value would need to be made. The Chair also advised that any report to Full Council on this matter would need to consider the position of the developer as well as the Rocking Horse.

Mr Combstock thanked the Parish Council and confirmed that he would be attending the Planning Committee meeting tomorrow.

5. COMMITTEE UPDATES

• Planning Committee

Cllr L Brown presented the minutes from meetings of the Planning Committee held on 12th and 26th November and 10th December 2021.

Cllr H Weston advised that she had received a letter of thanks from a local resident thanking the Parish Council's Planning Committee and the Clerk for their thoroughness in dealing with a recent application in the parish.

• Environment Committee

Cllr C Lattin presented the minutes from meetings of the Environment Committee held on 9th November and 7th December 2021 and updated Members on the recent work of the Committee. There being no queries from Members, Cllr C Lattin moved on to Committee reports.

Proposed Terms of Reference for the Parish Council's Climate Lead

Members **agreed** that Cllr R Friederichsen should assume the role of the Parish Council's Climate Lead. In agreeing this, Members also **approved** the following Terms of Reference for this role:

1. The Nomination

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

2. The Nomination process

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

3. The Length of Nomination

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

4. The Roles

The Climate Lead's roles are as follows:

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

- to attend meetings of external partners to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
- to support learning and development regarding climate policy;
- to access technical expertise to inform the Parish Council’s climate action.

5. Reporting

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

6. Standing Orders and Financial Regulations

The nomination should act at all times within the Parish Council’s Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or Unitary Councillors), SO25 (Restrictions On Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

It was also **agreed** that these Terms of Reference be reviewed on an ongoing basis at the annual Parish Council meeting in May.

• Licensing Committee

Cllr S Walker presented the minutes from meetings of the Licensing Committee held on 15th November and 13th December 2021. There being no queries from Members, Cllr S Walker moved on to Committee reports.

Proposal to launch a best-run licensed premises award in Durham City

Cllr S Walker reminded Members that £800 was agreed in January 2021 towards a proposal by the Parish Council’s Licensing Committee to launch a best-run licensed premises award.

Cllr S Walker advised that the Licensing Committee works proactively with both DCC and premises in the City to ensure that all premises operate in a way which is consistent with the four licensing objectives.

As part of this work, Cllr S Walker advised that the Parish Council’s Licensing Committee has been working to establish an award for the best-run licensed premises in the City, based on a set of criteria.

In conjunction with this, Cllr S Walker also advised that the Licensing Committee has also agreed to establish an award for the best-run Durham University college bar, with the criteria proposed following consultation with the University’s Deputy Head of Catering.

Cllr S Walker advised that it is hoped that this award may be launched to premises at the end of January 2022 with each application being judged and the award presented during the current financial year.

Cllr S Walker advised that the full funding agreed by the Parish Council is requested for this scheme and it is hoped that outside judges from partner organisations such as DurhamBID, Visit County Durham, etc. may be involved with this, with input from Durham Police.

Members **agreed** to launch the best-run licensed premises award in Durham City as set out Cllr S Walker's report, delegating responsibility for this to the Parish Council's Licensing Committee.

• **Finance Committee**

Cllr A Doig presented the minutes from the meeting of the Finance Committee held on 10th June 2021. There were no queries from Members.

6. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 25th November 2021.

The Chair advised that the Parish Council's Christmas events throughout December went extremely well and were much appreciated by local residents and visitors of the City during December. It was great to see the Parish Council's charity gift wrapping service do so well. The Chair particularly thanked Cllr E Ashby and the Durham Markets Company for their work in helping to deliver these.

The Chair welcomed that the planning for the Queen's Platinum Jubilee is going so well. A meeting of all stakeholders was held earlier today to go over plans and the Chair advised that he is sure that the Parish Council will be a lead organiser for the events over the Bank Holiday weekend in June 2022.

The Chair thanked everyone who fed into our Parish Council's response to the Durham City Framework and the Sniperley Park Masterplan consultations – two exceptionally important consultations and particularly thanked the Parish Clerk for pulling this all together.

The Chair expressed his disappointment that the underpass connecting the Riverwalk and Milburngate developments – a scheme which the Parish Council highlighted several concerns about – has been granted planning permission. The Chair advised that he understands that the Council is going to be looking into the issue of disabled access for this and is going to report back to the Parish Council on this.

The Chair reminded Members that the Chinese new year celebrations are set to take place in early February and the Clerk has circulated details of this. The Chair advised that this is always a great event and an opportunity to celebrate culture in the City.

The Chair advised that a further meeting of the Parish Council’s Community Residents Association Forum is set to take place in the coming weeks to consider the joint response to the Parish Council’s ASB consultation paper.

The Chair thanked all those involved in helping to green up the Viaduct area of the City during the Christmas holidays and in the last few days. The Parish Council has received some very positive feedback about this.

The Chair welcomed that the development of the new bus station is progressing well. The Chair advised that it appears the initial concerns from some businesses in the area have been addressed. The Chair thanked the Business Committee for progressing any and all concerns about this. The Chair advised that he very much welcomes the new bus station and hopes that it will be a big first step in helping to regenerate North Road.

The Chair also advised that it is great to see some recent planning committee successes with appeals being dismissed and applications being refused as the Parish Council had asked. The Chair advised that the Planning Committee takes on a substantial workload on the Parish Council’s behalf – considering nearly 400 applications every year – the Parish Council goes into great detail in responses and brings an awful lot of expertise, which the Chair advised he felt is appreciated.

The Chair thanked all those who fed into the recent questionnaires about Pharmacy and Library services. Really important services for our community and the Parish Council looks forward to seeing the outcome of these questionnaires.

The Chair reminded Members that the Article 4 Direction for Mount Oswald, Belmont and Carrville has now come into force. The Chair advised that this is very good news indeed and follows an excellent report the Parish Council’s consultant Jo-Anne Garrick, submitted in support of this for Mount Oswald.

The Chair reminded all Neville’s Cross Councillors that the Planning Committee is meeting with Banks tomorrow to discuss a number of updates on the Mount Oswald development.

7. PARISH COUNCIL STRATEGY 2022/23

Members agreed the following strategy for 2022/23:

Environment Committee

Council priorities 2022/23	Environment Committee priorities 2022/23	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Engaging with and responding to residents of all ages and backgrounds in environment-related work Mobilise Volunteer groups Work with young people and respond to their concerns	Theme 6: A City with an enriched community life.

<p>2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish</p>	<p>Promote cleaner air, a cleaner river, green spaces, and streets for living across the city. Reduction in light pollution. Reduction in night time noise. Sustainable travel</p>	<p>Theme 1: A City With A Sustainable Future</p> <p>Theme 5: A City With A Modern And Sustainable Transport Infrastructure</p>
<p>3. Upholding the neighbourhood plan and representing the parish on planning matters.</p>	<p>Work with all relevant committees to ensure the climate and ecological emergencies are considered in all planning matters. Sustainable housing</p>	<p>Theme 4: A City with attractive and affordable places to live</p>
<p>4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish</p>	<p>Improve and protect the appearance of the city and its heritage.</p>	<p>Theme 2: A Beautiful And Historic City</p> <p>Theme 3: A City with a diverse and resilient economy</p>
<p>5. Taking action to combat the climate and ecological emergencies.</p>	<p>Be proactive and collaborate with all partners (including Parish Council committees, Durham County Council, residents, developers, landlords, and other businesses) to coordinate our impact on the climate and ecological emergencies and increase community resilience. Encourage sustainable Travel Increased awareness and action on climate change. Tackle the ecological emergency</p>	<p>Theme 1: A City With A Sustainable Future</p> <p>Theme 5: A City With A Modern And Sustainable Transport Infrastructure</p>

Planning Committee

<p>Council priorities 2022/23</p>	<p>Planning Committee priorities 2022/23</p>	<p>Looking Forwards initiative(s)</p>
<p>1. Being an ambitious voice for the city</p>	<p>Representing the Parish as a consultee on planning matters</p>	<p>Theme 1: A City With A Sustainable Future</p>

		Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Consulting the Parish on planning matters	Theme 1: A City With A Sustainable Future
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring schemes deliver the required levels of affordable housing and adapted housing for the disabled and elderly.	Theme 4. A City With Attractive And Affordable Places To Live
	Promoting the creation and adoption of new Public Rights of Way and ensuring that they are accessible to all.	Theme 2: A Beautiful And Historic City Theme 5: A City With A Modern And Sustainable Transport Infrastructure
	Protecting our green infrastructure and assets within our parish boundary and ensuring that they are used to the best possible public benefit.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Upholding the development plans for the area i.e. Neighbourhood Plan and County Durham Plan.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

		Theme 4: A City With Attractive And Affordable Places To Live
	To maintain and develop an evidence-base to update the Neighbourhood Plan and comment on planning applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Protecting our World Heritage Site, Conservation Areas and designated and non-designated heritage assets.	Theme 2: A Beautiful And Historic City
	Delivering a Conservation Area Management Plan	Theme 2: A Beautiful And Historic City
	Protecting against overdevelopment	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Delivering an enhanced planning enforcement service for the parish	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

		Theme 4: A City With Attractive And Affordable Places To Live
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Supporting accommodation above retail units in the City centre.	Theme 1: A City With A Sustainable Future Theme 4: A City With Attractive And Affordable Places To Live
	Supporting tourist attractions and transport infrastructure for the visitor economy	Theme 1: A City With A Sustainable Future
5. Taking action to combat the climate and ecological emergencies.	Putting green future at the heart of planning considerations	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Resisting schemes which do not deliver net zero by 2030 and supporting those which do.	Theme 1: A City With A Sustainable Future

Business Committee

Council priorities	Business Committee Priorities	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Engaging with local businesses	Theme 3: A City with a diverse and resilient economy
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Promoting responsible businesses	Theme 3: A City with a diverse and resilient economy

3. Upholding the neighbourhood plan and representing the parish on planning matters.	Supporting new businesses in empty units across the city	Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Marketing Durham as a place to visit	Theme 3: A City with a diverse and resilient economy Theme 5: A City with a modern and sustainable transport infrastructure
	Contracting professional support for local businesses in the city	Theme 3: A City with a diverse and resilient economy
	Promoting businesses in the city centre and encouraging a variety of businesses to ensure wide range of choice for visitors	Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	Reducing food miles by encouraging the use of local suppliers	Theme 3: A City with a diverse and resilient economy Theme 6: A City with an enriched community life

Licensing Committee

Council priorities	Licensing Committee Priorities	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Representing the Parish on licensing matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring that all new licensing applications and existing premises promote the four licensing objectives.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Empowering our residents to make informed	Theme 1: A City With A Sustainable Future

	representations on licensing matters.	Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Supporting a cumulative impact policy for the Parish	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Making licensing as open as possible through hosting an online licensing map	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Making the City more accessible to all by representing the needs of all users in relation to pavement and outdoor seating applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Ensuring that the objectives of licensing and planning are aligned.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Promoting the early evening economy to families and tourists	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

		Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	N/A	N/A

In agreeing this strategy, Members also unanimously **agreed** that the Parish Council's Licensing Committee should re-consider its position on what it can do on taking action to combat the climate and ecological emergencies.

8. PARISH COUNCIL BUDGET FOR THE FINANCIAL YEAR 2022/23

Members unanimously **agreed** the following budget for 2022/23:

	Cost (£)
Income and carry over funds	
Projected remaining funds from 2021-22	£88,382.32
Proposed precept for the financial year 2022-23	£156,737.17
TOTAL	£245,119.49

Planning Committee

	Cost (£)
Item of potential expenditure	
Professional support in responding to planning applications	4,000.00
Supporting the production of a Conservation Area Management Plan	10,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	14,000.00

Licensing Committee

	Cost (£)
Item of potential expenditure	
Enhanced drug searching SLA with Durham Police	1,800.00
Hosting a licensing training event	1,000.00
Licensing award	1,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	3,800.00

Environment Committee

Item of expenditure	Cost (£)
PRIORITY 1: Being a voice for the City	
OASES/ schools project	3,000.00
PRIORITY 2: Noise abatement	
Building on the Shhh campaign	2,000.00
PRIORITY 3: Clean Air, Clean and Green City	
Planting up and greening the parish	10,000.00
Event for clean air and active travel	1,500.00
PRIORITY 4: Heritage	
Information Boards on heritage and nature	3,000.00
Creation of new blue plaques in the parish	1,000.00
PRIORITY 5: Appearance of the City	
Neighbourhood Warden SLA with DCC	10,000.00
Christmas Frontages Awards (possible collaborative project with Business Committee)	2,000.00
Improving the river	6,000.00
PRIORITY 6: Climate Emergency	
Continuation of Terracycle scheme	3,000.00
Celebrating plastic free businesses	1,000.00
Community composting project	1,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	42,500.00

Business Committee

Item of potential expenditure	Cost (£)
PRIORITY 1: Professional support for independent businesses in Durham	10,800.00
PRIORITY 2: Maintaining and promoting the e-commerce website "Totally Locally Durham" for Durham City Businesses	1,000.00

PRIORITY 3: Hosting events in Durham City (Remembrance Sunday, Christmas events, Queen's Jubilee 2022, miscellaneous).	22,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	33,800.00

Full Council

Item of Expenditure	Cost (£)
PRIORITY 1: Administration of Parish Council (rent, room hire, audit, insurance, printing and postage, newsletters, website, other expenditure)	15,000.00
PRIORITY 2: Training budget	3,000.00
PRIORITY 3: grants for local community and voluntary organisations	15,000.00
PRIORITY 4: Staffing costs – including salary, National Insurance contributions and workplace pension	56,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	89,000.00

Committee	Proposed expenditure (2022/2023) against priorities (£)
Planning Committee	14,000.00
Licensing Committee	3,800.00
Environment Committee	42,500.00
Business Committee	33,800.00
Full Council	89,000.00
TOTAL POTENTIAL PROVISION IN 2022-2023 AGAINST PRIORITIES	183,100.00

Members noted that that the Parish Council is expected to finish the current Financial Year (2021-22) with (approximately) £88,000 remaining in the bank account (taking into account).

Of the remaining £88,000, it was unanimously **agreed** that the following be ring fenced for 2022/23:

General Reserves	£45,000.00
Contingencies	£15,000.00
TOTAL	£60,000.00

9. PARISH COUNCIL PRECEPT REQUEST FOR THE FINANCIAL YEAR 2022/23

The Clerk advised that the 2022/23 City of Durham Parish Council Tax Base has been calculated at 4,494.9. For 2021/22 the Tax Base was 4,421.1. The Parish Council's Tax Base has therefore increased by 82.8.

The Clerk advised that, if the Parish Council retains its current council tax band D charge of £34.87, it can generate a precept of £156,737.17. This would represent an increase from 2021/22 which generated a total precept of £153,849.93.

The Clerk also reported that the LCTRS grant payable to the City of Durham for 2022/23 is £0.

Members unanimously **agreed** to freeze the Band D precept charge at £34.87, thus generating a precept of £156,737.17.

10. ANNUAL REPORT ON PARISH COUNCIL INTERNAL CONTROLS

Members **agreed** the following report on the Parish Council's internal controls:

1. RESPONSIBILITY

Regulation 4 of the Accounts and Audit (Amendment) (England) Regulations 2011 requires Councils to carry out a review of their internal controls annually before the end of the financial year.

The City of Durham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for.

In discharging this responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. SYSTEM OF INTERNAL CONTROL

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively, efficiently and economically.

The Parish Council has now adopted a risk register and this is under continuing review by the Clerk and any issues arising from risk assessments carried out will be reported to full Council.

The Council

The Council has elected a Chair who is responsible for the smooth running of meetings and together with the Clerk for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its January full Council meeting each year. The January meeting of the Council also approves the level of precept for the following financial year.

The full Council meets at least 11 times per year. The Parish Council does not usually meet in August.

A budget report is prepared and submitted to all of the Parish Council's Finance Committee meetings showing income and expenditure together with a budget update for all Committee spends. Any budget revision reports are also reported for information and these set out any changes to the budget as per Council decisions or any known budget over or underspends.

Clerk to the Council

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations and advises the Council on managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to. The Clerk also manages projects agreed by full Council and works with all suppliers and contractors agreed by full Council to carry out functions on behalf of the Council.

2021 has again been a difficult year for all due to the ongoing Covid-19 situation. It became apparent in March 2020, just before the first national lockdown that things would be operating very differently, and it was then that NALC and the Society of Local Council Clerks (SLCC) recommended reviewing and agreeing local councils' delegation to the Clerk. Councillors agreed this delegation to enable the Council to fulfil its responsibilities to its residents.

This meant that day to day operations of the Parish Council could continue normally as much as possible. The Parish Council has continued holding meetings of Committees via Zoom and returned to physical meetings of the Full Council in 2021, whilst observing the latest Covid-19 guidance from Government throughout.

Payments

All payments made are reported to all Finance Committee meetings. The Parish Council now makes all payments via electronic banking. Two Members of the Council from the current list of five authorised signatories (excluding the Clerk who acts as administrator) must authorise every payment against invoices before authorising the payment using their own login details provided by the bank.

There is a facility for making urgent payments out of meeting if necessary. Such payments are also reported to the Parish Council's Finance Committee meeting and all decisions to spend funds as urgent action are ratified at the next Full Council meetings and minuted as such.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions. The Clerk makes an annual risk management report to the Council. A review of financial management risks is included as part of the review report.

Internal Audit

Last year, the Council appointed an independent Internal Auditor, Mr Gordon Fletcher, who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management
- Reviews
- Insurance cover

A review of internal audit must be carried out before the end of each financial year.

Gordon Fletcher has indicated that he is willing to carry out an audit of the Parish Council again next year. The cost of this service is £150.

Gordon was previously the Audit Manager at Easington District Council before retiring when the Unitary Council was formed and set up his own business by providing an internal audit service for Town and Parish Councils. This has grown to a current portfolio of 7 local Town Councils and 24 local Parish Councils.

Gordon is C.M.I.I.A. (Chartered Member of the Institute of Internal Auditors) qualified and has his own professional indemnity insurance.

External Audit

The Council's External Auditors are Mazars, appointed by the Smaller Authorities' Audit Appointments (SAAA). They submit an annual Certificate of Audit, which is presented to the Council, together with a copy of their report listing any issues to be raised. At the end of the Audit the Council must display the Notice of Conclusion of Audit for 14 days and must make the Annual Governance and Audit Return (AGAR) and Final Accounts available on request. These are also displayed on the Parish Council's website.

4. REVIEW OF EFFECTIVENESS

The Council has a responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Full Council
- The Clerk to the Council who has responsibility for the development and maintenance of the internal control environment and managing risks

- The independent Internal Auditor who reviews the Council's systems of internal control
- Mazars, the Council's external auditors, who make the final check using the AGAR, which is completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.

5. EXTERNAL AUDIT REPORT

The external audit report for 2020-21 was carried out by Mazars and was completed in September 2021. No issues were raised by the external auditors.

6. INTERNAL CONTROL ISSUES

The Auditors did not raise any issues as part of the 2020-21 Audit.

The Internal Auditor did recommend that the Council open a new bank account, not associated with its existing bank, in order to further protect its finances. At present, only £85,000 would be protected as part of the Financial Services Compensation Scheme (FSCS). The Council has now opened an account with NatWest Bank and funds will be deposited into this account.

An alternative electronic provision for approving invoices has been arranged for this year in view of the Covid-19 pandemic but going forwards it is hoped that these can be approved by wet signature in addition to the online approval.

Members also unanimously **agreed** to the appointment of Mr Gordon Fletcher as the internal auditor for the Parish Council for 2021/22.

11. INITIAL CONSIDERATION OF JOINT RESPONSE FROM DURHAM UNIVERSITY, DURHAM COUNTY COUNCIL AND DURHAM POLICE TO THE PARISH COUNCIL'S ASB AND NOISE CONSULTATION

The Chair advised that the Parish Council's Community Residents Association Forum would be meeting to discuss the joint response to the late night noise and ASB consultation paper and he would like this Forum to report back to Full Council on their view of this response. The Chair advised that he hoped that this would help inform the Parish Council's response to this report. The Chair also advised that the Parish Council would be inviting the Police and Crime Commissioner and her new ASB Champion to the February Full Council meeting and he had asked the Clerk to ensure that ASB could be a substantive item of discussion at the February Full Council.

12. REPORT BY CLLR V ASHFIELD ON SECTION 106 PROJECT PROPOSALS IN THE ELVET AND GILESGATE DIVISION

In Cllr V Ashfield's absence, Cllr C Lattin presented a report on potential uses of Section 106 funds from the Elvet and Gilesgate division.

Cllr C Lattin advised that funds totalling £280,106.31 are available from 11 separate developments which have taken place in Elvet and Gilesgate. A later development is also likely to contribute further funds. Cllr C Lattin advised that the details of funds available

are available in **Appendix A** of the report. Cllr C Lattin advised that they are designated to be spent on either Public Art or Open Space / Recreation / Sport.

In October, Cllr V Ashfield approached all of the Residents' Associations in Elvet and Gilesgate and heard back from all but one. The Parish Council was also approached by some representatives of the community and other suggestions arose from the Parish Council's Environment Committee.

Cllr C Lattin advised that Appendix B of the report summarises the suggestions and indicates whether they are likely to fit into the category of Art or Open Spaces and provides an update of the status they have achieved so far.

Members **agreed** by 10 votes in favour and 1 abstention that these projects would, in principle, have the Parish Council support, subject to a satisfactory application from the relevant group/ organisation coming forward.

13. REPORT BY CLLR R FRIEDERICHSEN ON CLOUD-BASED WORKING AND COLLABORATION

Cllr R Friederichsen presented a proposal on cloud-based working and collaboration to the Council.

Cllr R Friederichsen advised that this proposal is based on three observed issues:

- access all official documents which the Parish Council has produced so far;
- organisation of the documentation of what the Parish Council overall has achieved so far for future councils and councillors;
- promotion of remote working - for example in a Committee, by making suggestions in the file the Committee is working on rather than sending comments back and forth over email.

Cllr R Friederichsen presented three proposed actions as part of this proposal; a) to adopt a file hosting service which enables cloud-based collaboration and easy access to all the information; b) for Councillors and staff to receive training in virtual teamwork; and c) reviewing the added-value of the two actions in a year's time.

It was **agreed** by 9 votes in favour and 2 against that Cllr R Friederichsen should carry out a survey of the Chairs of each of the Parish Council's Committees and the Clerk to establish a) current levels of virtual teamwork skills, knowledge and attitudes among councillors and staff; and b) their willingness to adopt the proposed new technology to improve the quality of virtual teamwork.

14. MOTION BY CLLR E ASHBY ON THE RIGHT TO FOOD CAMPAIGN

Members unanimously **agreed** the following motion proposed by Cllr E Ashby and seconded by Cllr L Brown:

"Reflecting its concerns about reports of increasing demands on food banks, the growing availability of fast foods and the impact of diet related issues among both children and

adults on health and other public services, the City of Durham Parish Council fully supports the campaign to have the Right to Food enshrined in English Law”.

Members also unanimously **agreed** that some appropriate actions to highlight the Parish Council’s support for this campaign may include: publishing this along with the definition of the Right to Food on the Parish Council’s website, writing to the local MP and County Council (both of whom support the campaign) and writing to CDALC to ascertain what other local Councils have done on this campaign.

15. VERBAL UPDATE ON PERSONNEL RECRUITMENT

Members noted that recent attempts to recruit an assistant for the Parish Clerk had been unsuccessful and none of the candidates interviewed were considered appropriate for this role.

In view of the urgency to bring in additional resource to the Parish Council in order to support the Clerk, it was unanimously **agreed** that the minute-taking and events planning aspects of the role should be outsourced on a contract basis and that the Personnel Committee should be delegated responsibility to approve this.

16. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Report by Cllr C Lattin from the 22nd November meeting of the Durham University Community Engagement Task Force Lived Environment sub-group.

Cllr C Lattin presented the following report from the 22nd November meeting of the Durham University Community Engagement Task Force Lived Environment sub-group:

David Loudon – absent. Rebecca Eves led the meeting

Also present: Matthew Wright, Bill Moir, Walia Kani, John Ashby, John Lowe, Rebecca Eves, Yvonne Flynn, Matthew Deakin, Chris Hindmarsh, Bernie Taylor (Minutes) Carole Lattin (CODP)

- 1. The Mount Oswald development, the Teaching and Learning Centre and the Mathematical Science and Computing sites are completed.*
- 2. In the Terms of Reference, Walia Kani is nominated as the Community lead.*
- 3. Bill Moir, a new member, is representing Durham Area Action Partnership.*
- 4. Jonah Graham, the Student representative was unable to be present but submitted a written report. This said that the Tenants’ Union had re-started after Covid. The Students’ Union is hosting an online meeting before students come up to Durham about the need for caution before signing agreements with landlords., in the ‘Take Time to Sign’ Campaign. Because of increased demand for student accommodation, students are facing higher rental prices.*
- 5. PBSA/Accommodation Update (M. Deakin)*

Matthew confirmed that an additional 1,200 students, above the already higher target, have joined the university this year. To accommodate these, the university have leased PBSA space e.g., 96 students at Ernest Place and others at Dunholme, Rushford Court, Houghall Court and The Village (100) The rooms are licensed by the university and attached to colleges. All first year students have been accommodated though this has entailed many post grads being unable to remain in college. (Usually 1,400 postgrads and this year only 700 have been accommodated.) The university is about to publish its prices for next year. Next year, the numbers who deferred from this year, thanks to the cash incentive offered, will be added to the target so there will be a decrease in new offers. The University calculates that they have 7,500 bed spaces available. Clarification was asked, because this figure does not enable the university to reach its target of 50% of undergraduates living in colleges. It was confirmed that if the proposed building of new colleges goes ahead as their masterplan states, then they would be able to reach 50% occupancy of its students, and there is at this time no intention of lowering the target figure.

6. Landlord Licensing: A national conference was held, where information was shared by other University towns with self-financing regulation of landlords so that landlords comply with higher standards in their properties. It was felt that DCC are back-tracking and are now proposing a voluntary scheme which would only cover 25% of student properties. CODP want a compulsory scheme and have sent a paper to this effect to DCC.
7. University Open Days. A Community Fun Day is planned for next summer and an 'Open Buildings' event to provide tours around a few of the university buildings. This would be on a rolling basis, with different sites each year. The City of Durham Trust welcomes the opportunity that this would provide for a closer look at the architecture of university buildings. Firm plans will be presented at the next meeting.
8. Update of the September meeting of DURF:
 - Confirmation of new residents' membership of DURF – Mount Oswald and the Viaduct area.
 - The university has been requested to deliver a formal community strategy. This should go to the Community Forum.
 - The conference on Anti-social behaviour is deferred.
 - Livers' Out leaflets received and delivered.
 - The development of a web-based course on living out successfully is still hopefully to be progressed.
 - The hours when the new Tesco can sell alcohol have been reduced.
 - Plans for a new PBSA on the Apollo Bingo site were discussed.
 - Awareness of the need for more accommodation during the re-development of Hild Bede.
 - Sssh campaign
 - The excellent paper on managing ASB was discussed. When asked for their priorities most people chose the re-instatement of the police responsibilities.

- *There is now a procedure for identifying properties which cause noise issues and community orders can be issued.*
9. *Agreed that a key opportunity is the recognition that the Lived Environment includes the open spaces in Durham as well as buildings, and that these are much appreciated by Durham students and valued for the mental and physical health benefits they offer. An example of co-operation between the university, the City of Durham Parish Council and the City of Durham Trust is the Seven Hills Trail. Some minor issues remain to be settled about the infrastructure of this walk and action was promised.*
10. *Spiking. The University is eager to support its students. JCR heads have developed a campaign to promote safety, called Durham Unite. The university is working with college licensed bars, city bars and the Student Union to communicate safety advice and how to report incidents.*
11. *University volunteering. A volunteer Fair was held at St. Oswald Institute. University staff can now get time off work to volunteer in the community and new portals have been developed to publicise opportunities to staff and students.*

Report by Cllr V Ashfield from the 6th December meeting of the Durham University Community Engagement Task Force Citizenship sub-group.

Members noted the following report from Cllr V Ashfield from the 6th December meeting of the Durham University Community Engagement Task Force Citizenship sub-group:

1. There was no representation from Police or Councils I asked if the University could schedule the next meeting with confirmation from Police and DCC that the day chosen was one they could attend.
2. A charter mark scheme is to be implemented in pubs and bars (re spiking and the like) and training in all College bars. Some spiking has been thought to have happened in College bars and all College bars now have CCTV. One of the students said there is work being done on the drinking culture.
3. There is an online and Face to face module on values and behaviours for staff and students. Part of that will include being responsible citizens.
4. The ASN procedure has been signed off by all. The press release is taking some time.
5. Two student wardens are in post, there is talk of a Street Champions scheme.
6. The University is reviewing the enhanced warden service and the Parish Council and Residents' Associations are asked for feedback please.
7. There was a discussion around improving or reclaiming back lanes. I asked that the PC should be kept informed as we also have a project for improvement to some back

lanes. The Residents' Association rep asked that student wardens to talk to local residents.

Report by Cllr L Brown from the 12th January 2022 meeting of the Durham Access for All Group

Cllr L Brown presented the following report from the 12th January 2022 meeting of the Durham Access for All Group:

Attendees were concerned at the lack of a map showing disabled friendly vehicle charging points. I contacted Alan Shield Portfolio holder for Equality and Inclusion about this and I believe it is now in hand.

Once again, the matter of pavement obstructions was considered. A discussion took place regarding disabled access at both the Cathedral and Ushaw College.

Attendees would like more Changing Places facilities in Durham City. At the moment there are only three, and two are at the Palatine Centre. (Changing Places are toilet facilities provided for disabled people who need help to use the toilet).

Finally there was a discussion regarding the change to all digital phones. I have contacted Susan Mc Donnell the Portfolio Holder for Digital and Customer Services who assures me that the effects of this have been exaggerated in various newspaper reports. She is at present formulating a proper reply which I will circulate

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.

Report by the Parish Clerk from the 21st January 2022 meeting of the Durham City Safety ASB sub-group

The Clerk presented a report from the 21st January 2022 meeting of the Durham City Safety ASB sub-group. The Clerk advised that the ASB sub-group continues in its work to combat residents' concerns over ASB.

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
(24th February 2022)**

ITEM 8: PLANNING FOR THE PLATINUM JUBILEE IN DURHAM CITY

The 6th February 2022 marked the 70th Anniversary of Her Majesty The Queen's reign.

In 2021, the Government and Buckingham Palace announced a year-long Platinum Jubilee celebration for 2022. A main focus for the year-long celebration will be the extended bank holiday announced between Thursday 2 June to Sunday 5 June.

National celebrations include:

- Queen's Green Canopy – where members of the public will be encouraged to plant a tree for the Jubilee.
- The lighting of all beacons across the nation on 2nd June 2022 (coincides with Trooping the Colour and the Queen's official birthday celebrations).
- Service of Thanksgiving at St Paul's Cathedral on 3 June 2022
- Platinum Party at the Palace (live concert) on 4 June 2022
- Big Jubilee Lunch and Jubilee Pageant on 5 June 2022 - including community street parties and picnics/parties in parks

As Members are aware, the Parish Council's Business Committee has delegated responsibility for events on behalf of the Parish Council. Representatives of the Business Committee and the Clerk have been involved in a series of meetings with key partners of the City in order to progress plans for the Bank holiday celebrations and throughout the year.

The following activities are being progressed:

- **Tree planting** set to take place by the Parish Council's Environment Committee and the Clerk is currently investigating the proposal of having a special oak tree planted at Wharton Park to mark this important year.
- The Parish Council's Environment Committee is progressing a "**Clean for the Queen**" **City-wide litter picking event** towards the end of May ahead of the weekend celebrations.
- **The lighting of a beacon on 2nd June 2022.** At present, the City has no beacon. The Durham City Freemen has offered a total fund of up to £10,000 towards the creation of a beacon as a gift to the City and has asked the Parish Council if it may assist in finding an appropriate location for the beacon to be lit. The proposal of having this sited on the battlements at Wharton Park is currently being investigated. The Cathedral has also been investigating lighting its own beacon at Observatory Hill on 2nd June.
- **Public art and community engagement project.** Local artist Beth Ross has put the following proposal together:

Aims

- To celebrate and reflect on the Jubilee and Commonwealth Games
- To produce a lasting artwork with members of the community
- To link University colleges and students to local community groups
- To work with local schools

Workshops would be run to produce bunting flags to be sewn together to create a public artwork and legacy of the Jubilee year. The resulting artwork could be exhibited at Durham Market Hall, Durham Cathedral, Gala Theatre, libraries, town halls, colleges and other community spaces. It would be easily stored and transported, yet would create great impact. It would be a lasting record and legacy of the communities in Durham City at the time of the Jubilee. In addition a book would document each flag and participant to commemorate the event.

In the artist led workshops, participants from University colleges and community groups would be encouraged to discuss and respond to issues concerning the Commonwealth and the Jubilee. They would engage in dialogue, listen and learn from one another. Possible themes would include celebration, family, history, connection, colonialism, identity, community, monarchy and/or globalism. They would then be supported in making a unique flag to be joined together in bunting. Each flag would be made by an individual and they would be encouraged to design and make their own idea with fabric pens, sewing, collage, writing, printing etc.

Workshops would be run (in person or online if restrictions are in place) by local artists. Methods to produce bunting could include print, stencil, embroidery, collage, slow sewing etc. In the adult workshops, six students and six members from a community group would be invited to take part in a two hour workshop, either in a University college or in a community space (if available). Each participant would produce a 30cm x 40cm bunting flag. School workshops would be run with one Y5/6 class in a school for one hour. Each student would produce one flag which would be sewn together with all the other flags to produce one long string of bunting.

There is also an option of producing kits for people to take and make their own flags at home if they cannot attend a workshop.

Materials would ideally be sourced from charity shops and fabric destined for ragging/landfill. This is environmentally friendly and will also be a record of patterns and fabrics from the past and present. This would involve working with the Church charity shop in Framwellgate Moor and the St Cuthberts charity shops around Durham (both of these groups could also be invited to participate in the project).

Budget (per workshop with adults)

Artist leader and preparation £150

Materials including fabric pens, thread, needles, paint etc £80

Tea and coffee £15

Administration, publication, communication, liaison, planning and sewing up workshop flags £100

Ideally there would be 14 workshops which should produce about 150 flags and this would make up 90 metres of bunting.

Total £4830 for 14 workshops

Budget (per class in a school)

Ideally there would be 4 classes in 4 schools involved which would produce a further 120 flags and this would add a further 72 metres of bunting.

Artist leader and preparation £200

Materials £210

Administration, publication, communication, liaison, planning and sewing up workshop flags £100

Total £2040 for 4 classes

Workshops with students and community and school workshops, plus photography and 20 copies of a book as a legacy (£800)

Total £7670

The City Freemen have committed £2,000 towards this project and the remaining funding is proposed to be acquired from the AAP.

- **Knitted public art** is currently in production by local WI groups, with a coronation theme.
- **A Durham Cathedral service** is currently being planned by the Cathedral and the Lord Lieutenant and this is expected to take place on Saturday 4th June 2022 in the afternoon. The main focus of this service is to give thanks to voluntary and community sector – causes known to be dear to Her Majesty's heart. Sue Snowdon will be dealing with invitations for this.
- **An afternoon tea party** hosted by both the Parish Council and the Lord Lieutenant immediately following the Cathedral service in the Town Hall is currently being planned for circa. 150 guests. Catering, decoration (including artwork showcasing Her Majesty's 70 years on the throne) and a musical accompaniment is expected for this event. It is hoped that Sue Snowdon may be able to give a speech and a toast to her Majesty is also planned.
- **An arts project involving local schools/ the University** producing hats (for which her Majesty is famed) to be on show at the Jubilee afternoon tea party on Saturday 4th June.
- On Sunday 5th June 2022, the Parish Council has been working with the Durham Markets Company on an **outdoor street party** involving a marquee, two live bands (steel drums and big band music), face painting, storytelling, family treasure hunt, creepy crawly display, arts and crafts and possibly lion dance. The event will also include a bring your own picnic with tables and chairs provided and the ice cream and teas and coffees vans in place. It is also hoped that themes such - as Her Majesty's **love of animals** can be incorporated into events on Sunday 5th June.
- Prince Bishops Place is also arranging to have a **red, white and blue umbrella display** (in place of the usual rainbow colours) along Umbrella Street as well as

potentially hosting its own **street party** along the pedestrian areas of the shopping centre.

- It has also been proposed that the Market Place be dressed in **red, white and blue blooms** as added decoration to the street party. It may be that businesses may be able to support this.
- The City of Durham Trust is also looking to progress a proposal to have a **display of pictures of Her Majesty's reign located around the City**.
- Durham County Council is also planning a **Commonwealth celebration event** – an open air concert in Millennium Place – on 16th June 2022.

Advertising the event(s)

Visit County Durham is arranging a mass marketing campaign for events in Durham celebrating the Jubilee weekend.

In order to supplement this marketing campaign – largely focused on bringing people from outside Durham into the County – it is proposed that the Parish Council creates a flier to go through every door of the parish area advertising the activities planned.

Durham BID has also indicated that it is happy to enhance any activities being planned by partners.

Additional resource for organising the event(s).

As Members are aware, recent attempts to recruit an assistant for the Parish Clerk have been unsuccessful and Members agreed at the January Full Council meeting that the tasks which would have made up this role – namely support for events and minute taking – be outsourced on a contractual basis.

The planning and work in organising events for the Jubilee will be substantial and it has therefore been agreed that additional resource is essential to support the Clerk with this undertaking.

The Clerk has discussed the possibility of contracting the services of the Durham Markets Company with the Markets Manager. The Markets Company is an organisation which is heavily involved in events in the City and the Parish Council has worked very successfully with the Markets Company on previous events for the City. The Markets Company is able to provide an events assistant for the Jubilee on a contractual basis for 4 hours per week at an hourly cost of £15.

It is proposed that such a contract should be drafted and agreed and should last between 1st March 2022 and the 6th June 2022.

A separate budget has been agreed for assistance for the Clerk and this funding will not be drawn from the Parish Council's events budget.

A total of £22,000 has been agreed as part of the Parish Council's events budget for 2022-23. This specifically included a commitment to deliver Jubilee event(s), Remembrance Sunday and Christmas event(s).

At a recent roundtable meeting with partners, the AAP has indicated that they have funding available towards Jubilee event(s). A minimum grant of £5,000 can only be allocated and all applications will take 8 weeks to determine.

Whilst the Parish Council has a significant budget for events for 2022-23, it is considered preferable that AAP funding should be sought in order to free up Parish Council funding for any future events the Council may wish to support.

It is therefore proposed that the Parish Council submits an AAP application to fund all events the Council is involved with on the Saturday 4th June 2022 and Sunday 5th June 2022. This application is likely to exceed £10,000.

In view of the timeframes involved however, maximum flexibility is required and it is therefore proposed that decisions on funding from the Parish Council's events budget for the Jubilee weekend be delegated to the Clerk and the Business Committee, in case there is a need to draw funding directly from the Parish Council.

Miscellaneous

Ongoing engagement and roundtable meetings with partners will continue up to the Jubilee weekend.

At present, it is still unknown as to whether Durham County Council will be charging groups for road closures to facilitate street parties for the Jubilee weekend.

There is a noticeable gap in the calendar of events for the Thursday and Friday of the Jubilee weekend. It is hoped that other partners may be encouraged to plan events for the City on these dates.

It is hoped that Durham BID and Graham Soult can encourage local businesses to have Jubilee frontages in place in time for the Jubilee weekend.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) To approve the above report and note that planning is taking place for the Jubilee celebrations.2) To approve the submission of an AAP grant for funding event(s) on the Saturday 4th June and Sunday 5th June, with the flexibility that funding from the Parish Council's events budget may be allocated to these events.3) To approve the contracting of the additional resource from the Durham Markets Company for the purposes of deliver these Jubilee events, as set out in the above report.4) To delegate all budgetary and organisational responsibility to the Clerk and the Business Committee to deliver these event(s).
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ITEM 9: SECTION 106 CONSULTATION – DCC CLEAN AND GREEN – REFURBISHMENT OF FOUR PLAY AREAS

Durham County Council is currently looking to refurbish items of equipment at four play areas within the Elvet and Gilesgate Electoral division. This Section 106 application has been submitted to fund the entirety of the costs associated with this work at a total of £53,058.65

The relevant parks are as follows:

Wharton Park - DH1 4FJ

Replace existing ground flush roundabout which is defective and install a new modern design ground flush roundabout that provides a low maintenance alternative.

The Chains - DH1 1QZ

The chains play area is currently lacking a swing frame which residents believe would be well received by the local community. DCC propose to extend the existing fence line and install a single bay swing frame and new modern self-closing gate.

Allergate - DH1 4ET

Allergate play area currently has 2 wooden swing frames which are old and coming to the end of their life due to rot, DCC propose to install 2 new swing frames of a metal construction which would reduce any maintenance implications, to improve the play area we would also look to improve surfacing under three other items of equipment and install a new modern self-closing access gate that would reduce the likelihood of young children running onto the nearby street.

St Oswald's - DH1 3DQ

St Oswald's is a popular play area due to its close proximity to the nearby St Oswald's school, it currently has a wooden balance beam and stepping stones installed which are coming to the end of their life due to rot. DCC propose to remove the items and install a new modern trim trail for the benefit of the local children, the trail will aid in the child's development allowing them to practice valuable life skills such as balancing and coordination. As part of the funding DCC would also look to refurbish existing surfacing on site which is worn and in need of replacement.

Funds totalling £280,106.31 are presently available from 11 separate developments which have taken place in Elvet and Gilesgate. At its January meeting, the Parish Council supported, subject to an appropriate application being submitted by the relevant group leading on the project, a list of projects for use of Section 106 funds in the Elvet and Gilesgate division. The total cost of these projects was estimated at £279,000. This included a £3,000 fund for new swings to the playpark at the Chains.

All relevant documentation to support this application is provided as an attachment to this agenda.

Both County Councillors for Elvet and Gilesgate support this project. The Parish Council and the AAP have 21 days in which to respond to this consultation.

Update on other Section 106 projects in the parish

The Parish Clerk is in the final stages of submitting a bid for new sedum roof bus shelters at lower Claypath. This project was originally proposed to cost £55,000. It is likely that this will now be closer to £35,000.

Councillor Ashfield, together with representatives of St. Nicholas Church, is progressing the project for St. Nicholas graveyard at Providence Row. £70,000 was originally allocated for this project.

The Parish Clerk has been working with the Durham City Theatre on their application for new windows for the Theatre. This project was originally proposed to cost £10,000 in total. Estimates received to date suggest that this will be closer to £20,000.

Councillors Lattin and Ashfield have been working with SNCF on a bid to improve the appearance and condition of the Magdalen Chapel. £12,000 was originally proposed as part of this project. Quotes from a specialist provider have been received and the likely cost is approximately. £21,600.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) To consider the above Section 106 application from the Clean and Green team and decide on whether to support this application.2) For Members to note the information regarding the other ongoing Section 106 projects and await an application for each project.
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ITEM 10: CONSULTATION ON AREA ACTION PARTNERSHIPS (AAPS) COMMUNITY PRIORITIES 2022/23

The Parish Council is being consulted on the AAP’s community priorities for 2022/23.

Durham City is covered by the Durham AAP Area, of which Craig Morgan is the co-ordinator.

AAPs were introduced to give residents a say on how DCC services are provided. This consultation is an opportunity to give our views on the community priorities for each AAP area for 2022/23.

There are 14 AAPs in the county. AAPs consist of members of the public, representatives for Durham County Council, town and parish councils, police, fire, health, housing, business, university and voluntary organisations. Together they work with communities and organisation to identify local priorities and the actions required to tackle them, allocate funding to local organisations and monitor the difference that funding and support is making to communities.

In 2018 they asked people what their priorities were for their communities. Over 8,500 responses were received from across the county including the views of over 3,300 secondary school pupils. From the 10 themes, residents helped to prioritise which were most important to each area.

During 2019/2020 and 2020/2021, the AAPs, along with money from councillors’ budgets, allocated £12.4 million and helped bring into the county over £12.2 million of matched investment to deliver 2,833 local projects. In 2020/21, they worked towards the common priority of Community Recovery due to Covid-19, instead of the usual priority choices for individual AAP areas.

DCC now want to see if anything has changed for local residents and are once again asking residents to help steer the AAP’s work. DCC want to know which priorities each AAP should tackle and invest for 2022/23.

AAPs also have additional funding to invest in towns and villages. All feedback will help gain a better understanding what, if anything, will make life in each town or village better.

The closing date for all responses is 11th March. Thereafter, each AAP will report the findings of the consultation to their Boards, down to town, city or village level. This will be used to decide which priority themes their AAP will concentrate its efforts on in the forthcoming financial year (2022/2023). The results will be available from May 2022.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) To Members to agree what priorities they would like to see the Durham AAP investing in.2) Once 1) is agreed, for Members to agree to respond to this consultation.
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ITEM 11: UPDATE ON PROGRESSING A LANDLORD LICENSING SCHEME FOR DURHAM CITY

As Members are aware, the Parish Council has identified progressing a landlord licensing scheme for Durham City as a key priority. Representatives of the landlord licensing working group met with DCC officers. Below are the notes of this meeting.

Notes from landlord licensing meeting – 15th February 2022

Present: Adam Shanley (City of Durham Parish Council), Liz Brown (City of Durham Parish Council), John Ashby (DURF), Lynn Hall (DCC Housing), Ted Murphy (DCC Housing), Michael Yeadon (DCC Environmental Health), Rebecca Eves (Durham University), Matthew Deakin (Durham University accommodation), Jonah Graham (DSU).

- Adam updated the meeting that the Parish Council had concluded the meeting with officers on 9th October disappointed that a voluntary scheme is now being proposed as a means of accrediting whether a property is suitable for habitation.
- Adam recounted that there are presently 820 licensed properties under the provisions of s.232 of the Housing Act 2004 (i.e. those with five or more separate tenants.) whilst there are approximately 3,307 properties in Durham City which have Class N Student Exemption from paying Council Tax, i.e. only 25% and the current licensing arrangement therefore are insufficient.
- Ted advised that there are 3 forms of licensing for household dwelling:

Mandatory HMO licensing (i.e. those with five or more separate tenants), which does exist in Durham City but which only covers 25% of HMOs.

Statutory licensing – which 42% of County Durham is now covered by following a submission to Government by DCC – but which cannot apply to Durham City due to the criteria set by Government.

Additional licensing – to cover the remaining HMOs. Ted advised that this option had been looked into some years ago at considerable expense and again Durham City did not meet the criteria for additional licensing. Ted also advised that the 2018 Regulations had further weakened the case for this for Durham City.

Ted advised that, under the current legislative framework, accreditation (as opposed to licensing) is the only option available to Durham City. The meeting agreed with this.

- John Ashby advised that it had recently been reported in The Times that the Minister for Levelling UP is proposing a national licensing scheme to bring all properties up to a fit and decent standard but this is likely to take a significant length of time.

- Liz Brown highlighted that any scheme must be matched with inspections and expressed the concern that the Housing team is very significantly under resourced at the moment.
- Michael confirmed this to be the case and advised that there is a backlog of cases having been reported to DCC.
- Jonah expressed the concern that the over-recruitment of students to Durham University had put significant pressure on some students to rush to sign up with any landlord.
- Jonah advised that he felt Durham City did not have the accommodation infrastructure in place to support the additional numbers recruited.
- Jonah also advised that he was aware that the cost of housing for students has increased significantly.
- Matthew Deakin advised that the over-recruitment of students had been caused by the pandemic, the cancelling of A-levels in place for teacher-based assessment and an increase in students meeting and exceeding the requirements of their offer to the University.
- Matthew advised that the University had attempted to resolve this by creating incentives for students to defer their studies to the next academic year.
- Matthew confirmed that the University is currently at its 2027 target in terms of the number of student intake.
- Matthew advised that this is also causing the University to review its teaching capacity.
- Matthew asked if there were any learning outcomes from the voluntary scheme launched in 2016. Michael Yeadon advised that this had not gone beyond 3 years as the 2018 Regulations introduced meant that many landlords were now included in the mandatory HMO licensing scheme and therefore felt there was no need to be part of the 2016 voluntary scheme.
- Adam highlighted the example of Oxford University and asked if Durham University might ever consider making it a condition of a student's offer to study at Durham University that they must live in one of the accredited properties. Both Matthew and Rebecca were sceptical about the legalities and practicalities of such a scheme.
- Adam advised that proactive inspections of all Class N exempt properties would be fantastic.

- Ted Murphy and Michael Yeadon highlighted how resource-intensive property inspections are.
- Adam asked what the shortfall in resource is at present in the housing team to be able to pursue a scheme of proactive Class N inspections. Michael advised that it could certainly not be done by 1 additional officer and would require a number of additional officers to deliver.
- John Ashby highlighted the resources available to the University and asked whether a partnership between the relevant organisations might be able to result in additional resource for such inspections.
- Lynn Hall and DCC officers committed to putting together a business case – including the role of the housing officer(s) involved in such inspections and what funding would be required to recruit such an officer/ officer.
- Liz Brown asked that the Cabinet Members Cllrs James Rowlandson and Mark Wilkes be made aware of this.
- John Ashby highlighted that DURF is meeting the new Vice Chancellor and Warden of Durham University Prof. Karen O’Brien on 7th March 2022. DCC officers committed to briefing John on their work in progressing an accreditation scheme ahead of this meeting.
- DCC's officers were most co-operative and committed in recognising the need for a practicable scheme that meets the Parish Council's, DURF's and DSU's wishes.
- All present agreed to meet in one month's time along with the wider Parish Council Working Group and the landlord representative of the Working Group. The Clerk advised that he would re-confirm that the landlord representative still wishes to continue on this group.

DECISION REQUIRED	For Members to receive and note these minutes as an update on progress with this priority and await a further update from forthcoming meetings of the wider landlord licensing working group.
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ITEM 12: REPORT ON ASB JOINT RESPONSE BASED ON FEEDBACK AT THE COMMUNITY RESIDENTS' ASSOCIATION FORUM MEETING

Minutes of the Community Residents' Association Forum meeting held on Wednesday 16th February 2022.

Present: Adam Shanley and Alan Doig (City of Durham Parish Council) Richard Hornby and Carole Lattin (Gilesgate Residents Association), Kirk Lester (St. Nicolas Community Forum), Alan Hayton and Desmond Ward (Whinney Hill Community Group), Roz Layton (Elvet Residents Association), David Rosser (Sheraton Park Residents Association), Mike Costello (Distressed Residents in the Viaduct Area) and John Ashby (Durham University Residents Forum).

Alan Doig in the **Chair**

1. Welcome and apologies

Apologies were received from Simon Priestley (Crossgate Community Partnership) and Robin Humphrey (Sidegate Residents Association).

2. To receive and approve as a correct record the minutes of the Forum meeting held on 21st July 2021.

The minutes of the meeting held on 21st July 2021 were unanimously agreed as a true and accurate record of proceedings, subject to the following amendments:

- The sentence "*the Forum Convener noted that student related late night noise and anti-social behaviour has been identified as a key issue for the Parish Council's Community Residents Association Forum*" be amended to "*the Forum Convener noted that **the longstanding problems of** student related late night noise and anti-social behaviour has been identified as a key issue for the Parish Council's Community Residents Association Forum*".
- "*Whinney Hill Residents Group*" be amended to "*Whinney Hill **Community** Group*"
- Under the AOB item, "*none received*" be amended to "*In light of the Forum Convener needing to leave the meeting early. The meeting was closed at this point.*"

Mike Costello supported the first amendment, advising that these issues had been going on for 30 years without resolution causing huge distress and undermining physical and mental health.

3. Consideration of the joint response from DCC/ Durham University/ Durham Police on the noise and ASB consultation paper

All Groups represented at the meeting expressed their serious disappointment, anger and frustration at the joint response DCC/ Durham University/ Durham Police to the noise and ASB consultation paper and how dismissive they appeared to be to the genuine and legitimate concerns of Durham City residents.

The Convener particularly highlighted that the issues of the community trigger, the role of landlords in addressing ASB problems and the issue of ownership of the ASB issue had been entirely disregarded in the joint response.

Des Ward agreed with this and said the response was extremely disappointing and failed to address the key issues highlighted in the consultation paper.

Alan Hayton highlighted the response report produced by Alan Doig and John Ashby following the joint response letter issued by DCC, Police and Durham University and expressed his disappointment, which was echoed by other forum members, at the high number of issues highlighted red i.e. not addressed in the joint response. Alan advised that the joint response avoided the main issues and failed to address the specific and unique needs of the City which were primarily due to the ever increasing number of Durham University students who take up temporary residence within the City and the lack of enthusiasm by our elected representatives to challenge the Durham University's dominance of the City.

Alan also highlighted that DH1 – often referred to in reports from organisations – is a massive area and the ASB issues in the City which are concentrated in specific hotspot areas were just as important and frequent as other areas of the County. Reference was made to the police crime figures for Durham City over the past three years regarding ASB and they showed that they were comparable with other areas of the County which would appear to disprove the claim made by the police that Durham City had significantly lower levels of ASB compared to other parts of the County.

Mike Costello expressed his disappointment at the joint response and advised that this had been going on for many years without resolution.

Richard Hornby advised that he felt that there is an issue with how incidents are reported and expressed his hope that the number of CPWs issued (as one example) could be reported with a more geographically-specific zone to see which areas of the City really needed attention.

John Ashby said he felt the response was entirely unacceptable because it ignored so many of the positive suggestions for improving the present situation. He advised that, by way of a positive approach to resolve these issues, DURF member responses had supported the reinstatement of Rebecca and Kay as the City's PCSOs – two fantastic PCSOs who resolved issues for residents.

Adam Shanley highlighted the need for a consistent, knowledgeable, empowered, Neighbourhood Inspector. It was agreed that seven in four years is clearly unacceptable.

Roz Layton described the response as a masterpiece of evasive drafting and highlighted that the University's SLA with Durham Police – totally £30,000 for a Police Constable – was established years ago and the number of students in the City has massively increased since then. The present provision is simply insufficient for the City. It was also commented upon the fact that if Durham University could boast of £600m+ to develop their resources in the City then £30,000 for a Police Constable was insufficient by comparison.

David Rosser advised that SPRA considered the joint response very poor, albeit the levels of ASB are low in Sheraton Park thanks to the earlier efforts of residents. Thanks to the efforts of Ian Macdonald at Ustinov College the incidents of ASB associated with the College are virtually non-existent.

Kirk expressed his disappointment that there appeared to be no resolution to the transient noise issue in the City and asked for the Parish Council's Pin Point scheme to be promoted again.

Adam asked for the Forum's support in encouraging residents to report issues via 101 and insisting on a case number. Members of the Forum highlighted some negative experiences of calling 101. Mike Costello advised that it is imperative that call response times are shortened (often residents are on hold for over ten minutes) and the need for dropped calls data when callers give up.

Mike Costello also highlighted the need to resolve the "don't contact for transient noise" and "must phone at the time" culture.

The meeting agreed that there is a need to reinstate police addressing all issues.

It was widely agreed there was often a dismissive response to CRT by students.

Des Ward expressed the concern that Police were misusing CRT in that all calls involving students were passed over to CRT even when the reported ASB issue was on the street and of police responsibility.

Drawing the discussion to a list of proactive steps, the meeting agreed that:

They should call for the reinstatement of Rebecca and Kay as the PCSOs for Durham City.

Request an enhanced CRT service with proactive patrols taking place across the hotspot areas of the City.

To raise these issues with Joy Allen and Andrea Patterson at the Parish Council's Full Council meeting next week and press for solutions.

Richard Hornby advised that the University's Marketing team is looking into carrying out some promotion of calling 101 and he would report back on this.

John Ashby highlighted that DURF is meeting with the new Vice-Chancellor on 7th March and the next ordinary DURF meeting is set to take place on 10th March, where these issues would be discussed.

4. University booking of Clayport Library Digital Media Suite

Alan Hayton expressed his concerns not having learnt that the University has acquired 30 non-bookable study spaces in the digital media suite of Clayport library.

Alan advised that the library is one of the few public facilities left in the City for local residents who are paying Council tax and expressed his annoyance that this had been done without any public consultation and in fact no-one appeared to have any knowledge of it. Alan advised that many local residents – particularly those without internet access and in need of these services, e.g. to apply for jobs online etc – could be denied these important services and that it was totally wrong for Durham University to be able to secure these public facilities.

David Rosser, along with all of the other forum members, echoed these concerns.

The Forum **agreed** to raise this issue with the Parish Council at Thursday's meeting as a matter of concern as it was totally unacceptable for Durham University to commandeer our public services for their own needs in this way.

The meeting agreed the University needs to manage its own expansion and should not be allowed to remove even more services from permanent residents, e.g. housing, shops, professional services (solicitors etc.).

5. Update on plans for the Queen's Platinum Jubilee celebrations

Adam advised that planning was well underway for the celebrations for the Queen's Platinum Jubilee weekend between 2nd – 5th June.

Adam advised that the Parish Council is hoping to arrange a City picnic in the market place on Sunday 5th June.

Adam also advised that the Parish Council is hoping to arrange a "Clean for the Queen" City-wide litter pick towards the end of May this year and he hoped as many residents as possible could get involved with this.

Richard Hornby reported that Carrville and Belmont Residents Association are also organising a large (ticketed) event for Jubilee weekend.

6. AOB

Adam Shanley reported that the University is currently carrying out a review of its SLA with DCC for an enhanced Neighbourhood Warden service.

Adam also highlighted the Parish Council's concerns at the lack of reporting taking place at present as part of the SLA and Alan Doig advised that the University and the Parish Council would be carrying out a joint review of their SLAs for an enhanced Neighbourhood Warden service for the City. The point was also raised as to what operational control the Parish Council had over the Neighbourhood Wardens we are paying for. Residents are not happy with the service presently provided and if the Parish Council are to pay for extra wardens, then residents would like to see their concerns addressed.

Richard Hornby advised that GRA has responded to the University's request for information relating to the enhanced warden service and also noted that a lack of communication with the team was a significant issue.

Mike Costello advised that he felt that the service provided at present was totally unacceptable.

7. Dates of future meetings in April 2022, July 2022, October 2022.

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

Signed,

Forum Convener

ITEM 12 (CONTINUED): REPORT ON ASB JOINT RESPONSE BASED ON FEEDBACK AT THE COMMUNITY RESIDENTS' ASSOCIATION FORUM MEETING

ASB: Note on Parish Council Report and Joint Response

The City of Durham Parish Council approved a report on student ASB; the paper had the agreement of the several Residents Associations who are part of CRAF and DURF. A joint response was received from three of the four organisations to whom the paper was submitted (the Office of the Police and Crime Commissioner did not participate). The response was considered by CRAF on 16th February; the discussion included a summary of the Report's recommendations mapped against the joint response (see Annex). In addition to the record of the Minutes of the meeting this Note summarises some immediate options going forward.

There is no recognition of the nature of ASB issues in the City (as opposed to the wider DH1 postcode invariably used when discussing levels of ASB), apart from the OPCC's plan (p12). There is no overall ownership that coordinates data, provides feedback to residents, and ensures an overall plan with identifiable indicators of progress. It recognises the work of the Durham City Safety ASB sub-group but considers that it does not have the executive authority to oversee and engage partners.

Thus the unanimous view of the meeting was that the joint response was essentially a summation of the three organisations' current activities, individually and collectively. While indicating a modest positive response in some areas, the Forum was concerned that many of the recommendations were not responded to, and no explanations as to why were forthcoming. The Forum agreed that the joint response did not provide assurance to residents' groups that there is a coherent and coordinated approach, that appropriate resources are committed or that they were engaged in, or represented in, the higher level decision-making processes of the organisations concerned. As a consequence, they wish to make a number of further proposals in support of the recommendations in the original Report.

Reflecting the Minutes of the meeting, this Note addresses four immediate recommendations:

- All four organisations – DCC, the police, the OPCC and the University - set up a taskforce or steering group along with the Parish Council as soon as possible to agree and deliver a common approach for the City. All four organisations agree a central point for the collection and collation of problem streets or houses for a targeted response (and also provide means to provide feedback to residents' associations to support their work), using 101, PACT, CRT and Pinpoint information. The Forum asks the Parish Council to explore the role of the OPCC in facilitating this;
- The Forum was unanimous that the previous regime - whereby the lead ASB responsibility by the police through the use of PCSOs - should be reinstated; it notes that this was also the view of DURF and the majority view of the November 2021 Community Engagement Task Force Lived Environment Sub-Group. It would welcome a response on whether funds from the University and/or the Parish Council would facilitate this response or other reasons why this cannot happen;
- Given the continuing expansion of the University the Forum may wish to consider raising its resourcing of the CRT to facilitate more proactive patrols across the hotspots of the City;

- Landlords should be required to enforce noise and other conditions in their tenancy agreements by DCC introducing a licencing scheme for landlords in the City and then exercising their powers under the 2004 Housing Act to require landlords to take all reasonable and practical steps to prevent, or where appropriate reduce, anti-social behaviour by persons occupying or visiting their properties. Again the Forum would welcome a response as to why this cannot happen.

The Secretary of DURF noted that a single-page 'What to Do' leaflet for ASB, waste, etc. is in preparation and it is hoped that the Parish Council may facilitate its delivery to all households in the City.

DECISION REQUIRED	For Members to receive this report and endorse the proposed follow-up actions as set out in the above report.
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POTENTIAL RESPONSES	RESPONSES TO DATE	Yes	Partial response	No response
<ul style="list-style-type: none"> The Parish Council has already offered community associations training in reviewing planning applications; this should be an annual service. 	PC responsibility			
<ul style="list-style-type: none"> County and Parish councillors should undertake a joint commitment to support community objections and press for a more rigorous use of the Article 4 direction. DCC enforcement staff have already undertaken action against unlawful or non-approved conversions; further action is needed and a clear policy statement should be made on taking robust action. 	DCC repeats its commitment to enforcement. No data provided. No policy statement; reference to Planning Enforcement Protocol			
<ul style="list-style-type: none"> In many applications there is a requirement to indicate evidence that the application is responding to a demand; the University should respond to every application where this evidence is claimed to state the case for or against such demand. 	No response			
<ul style="list-style-type: none"> The Parish Council will continue, probably with a redesigned form, to promote the signage if only as a visible reminder. The signage – once terminology is agreed – will be placed in areas identified by local residents as hot spot areas. 	PC responsibility			
<ul style="list-style-type: none"> The law of relevance - the Anti-Social Behaviour, Crime and Policing Act 2014 – allows for the County Council to impose a public spaces protection notice (PSPN) which seeks to address ASB activities which are detrimental to the quality of life of those in the locality, where it is likely that activities will take place and that they will have a detrimental effect, is, or is likely to be, persistent or continuing in nature, and is, or is likely to be, unreasonable. Breaches allow for fixed penalty notices to be issued. The County Council may wish to consider the use of such Notices for the most-travelled routes through resident areas. 	The Council's existing PSPOs in the City will be reviewed in the coming year; still requires infringement to be witnessed by the enforcing officer			
<ul style="list-style-type: none"> The University's CRT take a more proactive role in offering a presence to discourage transient noise (including a direct means to be contacted as the issue occurs). 	Proactive patrols in 'four key zones'.			
<ul style="list-style-type: none"> The Livers Out leaflet mentions noise – this could be made more explicit. 	DURF responsibility			

<ul style="list-style-type: none"> • The issue should be an explicit part of the proposed student 'awareness/induction to the community' course for all Freshers. 	Undertaken	
<ul style="list-style-type: none"> • The 'Shh' campaign signage should be visible in any street where a complaint has been identified by 101, DCC or the CRT, as well as Pinpoint. 	PC responsibility; supported by DU and Neighbourhood wardens	
<ul style="list-style-type: none"> • Where the University entering into any agreement with a PSBA the PBSA should be contractually required to provide a management plan to actively promote the 'Shh' campaign and issues of transient noise. 	Undertaken	
<ul style="list-style-type: none"> • The police and DCC provide information on the transfer to lead responsibility and what that entailed for the latter. 	Denied	
<ul style="list-style-type: none"> • Consideration be given to the re-introduction of the police-led enforcement regime supported by the previous Chief Constable and the previous Police and Crime Commissioner which was welcomed by residents and which had an identifiable influence on achieving the intentions of the legislation. 	No; responsibility lies with DCC. Police involvement via 101	
<ul style="list-style-type: none"> • 101 staff are provided a single script on ASB reports in terms of the expectations laid out in the legislation and provided with clear guidance on the role of and referrals to the CRT. 	Claimed to be in place	
<ul style="list-style-type: none"> • Police officer contact details and feedback arrangements are put in place so that those reporting to 101 are notified of the outcomes. 	No	
<ul style="list-style-type: none"> • The police online chat facility is available on a 24-hour basis. 	No	
<ul style="list-style-type: none"> • The University has approved funding of the CRT for term-times until July 2022. Consideration should be given to the extension of this out of term-time in view of the fact the University itself estimates that 3,500 – 5,000 to be staying or returning over the summer of 2021; the overwhelming majority will be in the private rented sector. 	Date passed	N/A
<ul style="list-style-type: none"> • The County Council change their ASB procedures to allow rapid responses, including out-of-hours working, deployment of Neighbourhood Wardens, and consider deploying resources, such as surveillance vans or lamppost noise monitors, for information-gathering purposes. 	No	

<ul style="list-style-type: none"> • DCC, the University and the police to enter an information-sharing scheme that would allow for the identification of properties where there are recurring ASB complaints so that (i) DCC can enforce its powers under section 16 of the Licencing Conditions for HMOs under the 2004 Housing Act, (ii) 101 have direct contact with the CRT or DCC who should reconsider the use and deployment of Neighbourhood Wardens under the 2014 Act at times and locations where the legislation is being breached and (iii) the University can invoke its non-academic disciplinary procedures. A prerequisite of this response is an up-to-date and published HMO register. 	<p>Information sharing protocol in place but</p> <ul style="list-style-type: none"> (i) No response (ii) No response (iii) In place but not linked to (i) and (ii) 	
<ul style="list-style-type: none"> • the DCC City Safety ASB Sub-Group discuss (i) the question of current ownership of the implementation of the legislation and (ii) the introduction of a public spaces protection notice (PSPN) in those parts of the City where ASB is now known to be a significant and recurring issue along the lines of those intended to manage public drinking (itself a contributor to ASB among students). 	<p>Claimed current arrangements ok</p>	
<ul style="list-style-type: none"> • All main letting agents in Durham City are written to, asking them to take steps to underline ASB, noise and other clauses in contracts. 	<p>No response</p>	
<ul style="list-style-type: none"> • The police and University inform all letting agents and, where identifiable, landlords, where there have been 2 or more complaints over 2 or more weeks about ASB and noise. 	<p>No response</p>	
<ul style="list-style-type: none"> • The University inform all letting agents and, where identifiable, landlords, where action has been taken against a student under the non-academic conduct procedures for ASB and noise. 	<p>No response</p>	
<ul style="list-style-type: none"> • The University and the County Council use their information to contact student landlords in cases of regular or persistent misconduct asking they invoke any tenancy agreements relating to noise and ASB. 	<p>No response</p>	
<ul style="list-style-type: none"> • Complainants encouraged to use the Parish Council and DSU online PinPoint app to help build up a noise profile. 	<p>PC responsibility</p>	
<ul style="list-style-type: none"> • The University, the police and DCC consider a Single Point of Contact for residents' reporting so that one organisation collates and assesses data from itself, the police and the County Council to build up a profile of persistent misconduct. 	<p>No response</p>	

<ul style="list-style-type: none"> • The University remove all reference to the work of the CRT from any student satisfaction survey – staff are unlikely to properly confront and report back on student behaviour if their performance is to be judged as 'positive' by those whose behaviour they are required to police. 	No response	
<ul style="list-style-type: none"> • Recognising the requirements of data protection legislation, the University, DCC and the police state what action has been initiated in relation to a complaint. 	No response	
<ul style="list-style-type: none"> • All four organisations – DCC, the police, the OPCC and the University - set up a taskforce along with the Parish Council as soon as possible to agree a common approach for the City. 	No response	
<ul style="list-style-type: none"> • All four organisations agree a central point for the collection and collation of problem streets or houses for a targeted response. 	No response	
<ul style="list-style-type: none"> • The note to all households from the police and DCC Environment about the formal requirements on waste, waste collections, noise and ASB as an expectation of residency in the City be re-instated. 	No response	
<ul style="list-style-type: none"> • Once the taskforce meets, DURF is provided with the information to draft simple one-page 'what to do if' leaflet representing how the University, the Police and DCC would deal with an ASB/noise complaint so that all residents know who is responsible for what, how they should be contacted (accompanied by appropriate phone and email contacts), and how they will receive feedback on their complaint. This should be provided to all residential, PBSA and HMO addresses in the City. 	No response	
<ul style="list-style-type: none"> • <i>A mini-conference:</i> on town-gown issues this summer to allow concerns to be voiced and responses considered which has been proposed by DURF. 	Supportive	
<ul style="list-style-type: none"> • <i>Landlord Licensing Scheme:</i> for Durham City is pursued by DCC and used to require landlords to ensure their tenants act responsibly as part of registration for the scheme. 	No response	
<ul style="list-style-type: none"> • <i>Web-based content for students living-out:</i> the need for a mandatory 'skills-for-living-out' or 'community matters' course along the lines of the 'consent matters' course. It would aim to provide an understanding of expectations by students and by the local 	Broader 'respect' training	

community. Development of the course would need to be led by the University and must include DSU.		
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