

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 the annual meeting of the **FULL COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 26TH MAY 2022 at 7:00pm** to transact the following business:

1. ELECTION OF CHAIR

To elect the Chair of the Parish Council for the ensuing year. The Parish Council Chair will read and sign the Declaration of Acceptance of this Office.

2. ELECTION OF VICE-CHAIR

To elect the Vice Chair of the Parish Council for the ensuing year. No Declaration of Acceptance of this office is required.

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

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH APRIL 2022

6. UPDATE FROM COUNCILLOR MARK WILKES, DCC CABINET MEMBER ON THE SNIPERLEY PARK DEVELOPMENT PROPOSALS

7. PUBLIC PARTICIPATION

8. COMMITTEE UPDATES

• Planning Committee minutes from meetings held on 22nd April and 6th May 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 12th April 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 meetings held on 19th April 2022**

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

- Request for a cumulative impact policy for Durham City

• **Business Committee minutes from meetings held on 22nd March 2022**

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

9. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 28th April 2022.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2021/22

- (i) to consider and agree any actions arising from the report of the internal auditor 2021-22 (copy attached)
- (ii) to approve the annual governance statement 2021-22 (copy attached)
- (iii) to approve the draft annual accounts for 2021-22 (copy attached)
- (iv) to approve the register of assets 2021-22 (copy attached)
- (v) to approve the accounting statement and explanation of variances 2021-22 (copies attached).

11. ANNUAL REVIEW OF PARISH COUNCIL STANDING ORDERS, FINANCIAL REGULATIONS, COMMITTEE TERMS OF REFERENCE AND COUNCIL POLICIES

12. TO DECIDE ON APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

13. TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

14. CLIMATE LEAD OF THE PARISH COUNCIL

- Annual report from the Parish Council's Climate Lead Cllr R Friederichsen.
- To elect the Climate Lead for the Parish Council for this year.

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

16. CYCLE OF FULL COUNCIL MEETINGS

Suggested Cycle of Meetings (all commencing at 7pm)

2022

23rd June

28th July

22nd September

27th October
24th November
8th December

2023

26th January
23rd February
23rd March
27th April

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 28th April 2022 at 19:00 in the Main Hall, Durham Town Hall.

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

Also present: Parish Clerk Adam Shanley and Mr John Ashby (member of the public).

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

Apologies were received from Cllr G Nair and R Hanson.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Councillors L Brown, E Scott, D Freeman and R Ormerod declared an interest in the item relating to the new County Headquarters building at the Sands and took no part in the discussions on this item.

Councillors E Scott and D Freeman declared an interest in item 8 on the Agenda and took no part in the discussions on this item.

3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 24TH MARCH 2022

The minutes of the meeting held on 24th March 2022 were unanimously **agreed** as a true and accurate record of proceedings.

4. DISCUSSION WITH COUNCILLOR ARNOLD SIMPSON ON THE ROLE OF THE DURHAM CHARTER TRUST

The Chair advised that unfortunately Councillor Arnold Simpson has been called away on another duty and is therefore unable to take part in a discussion on the Charter Trust with the Parish Council at this meeting.

Cllr E Ashby highlighted that the Charter Trust has a longstanding history in the City and it may be preferable for Members to have a briefing note setting this out ahead of any discussion.

The Clerk also highlighted that the formation, legal framework and role of Charter Trusts is a complex matter – with only a few (including Durham) still in existence across the country. The Clerk suggested that it may be preferable for Members to receive a briefing from a constitutional expert on this matter.

It was **agreed** that the Clerk should arrange for such a meeting to take place for Members to understand better the framework and workings of the Trust.

5. PUBLIC PARTICIPATION

John Ashby advised that he was attending the meeting with a general interest in all Agenda items.

6. COMMITTEE UPDATES

• Planning Committee

Cllr L Brown presented the minutes from the Planning Committee meetings held on 11th and 25th March and 8th April 2022. There being no queries from Members, Cllr L Brown moved on to Committee updates.

Update on the use of the new County Headquarters building at the Sands

The Clerk reminded Members that the Parish Council had received a briefing from Durham University on 24th March where representatives of the University had set out the University's hopes to purchase the new County Headquarters building at the Sands, subject to planning permission being granted.

The Clerk advised that a planning application has now been submitted for a Change of Use of the building from office use to educational establishment and the Planning Committee is set to consider this application on 6th May 2022, where the Committee will also receive a presentation from the University's planning representatives on the merits of the application.

The Clerk reminded Members that the University had set out that a decision on the planning application is expected in early July and that the sale of the building would only include the building itself and the land which the building sits on. This does not include the former common land/ coach park at the Sands nor the new multi-storey car park.

Members expressed their hope that this application may be an opportunity to address some shortcomings in the building itself, e.g. the environmental impact and external appearance of the building.

The Clerk advised that the Environment Agency will be a key consultee on the application.

The Clerk also highlighted that the University has also indicated that it is still their intention to develop the previously proposed site for the new business school (the former Durham City Baths site).

• Environment Committee

Cllr C Lattin presented the minutes from the Environment Committee meeting held on 8th February 2022. There were no queries from Members from these minutes.

• Licensing Committee

Cllr S Walker presented the minutes from the Licensing Committee meetings held on 7th February, 21st March and 4th April 2022. There were no queries from Members from these minutes.

- **Business Committee**

Cllr E Scott presented the minutes from the Business Committee meeting held on 23rd November 2021.

Cllr E Scott took the opportunity to highlight that there has recently been a new scheme from Central Government launched to deal with the issue of vacant units on the high street. Cllr E Scott advised that this was very positive news as the region is set to receive £163million from central Government, of which £70million is for revenue projects. Cllr E Scott advised that she is continuing to make the case for a tourist bus for the City and its surrounding areas, in order to help boost visitor numbers to the county.

Cllr E Scott also advised that Prince Bishops Place has recently been purchased by the owners of the Riverwalk in Durham City. Cllr E Scott advised that she had had a number of meetings with the Riverwalk and they have an exciting vision for Prince Bishops; with clothing and furniture retailers hopefully going into the centre.

7. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 24th March 2022.

The Chair welcomed the news yesterday that the SWaN hub has now received funding from most of the major stakeholder organisations in Durham to continue after Summer 2022. The Chair advised that this hub is offering an invaluable and life-saving service to our City and commended all those officers involved in its creation and smooth running. The Chair advised that he felt that this has been an excellent example of partnership working between the different organisations. The Chair updated Members that a further bid for Government funding is to be submitted next month and the Parish Council looks forward to seeing the outcome of this.

The Chair also advised that, as part of the safer streets (Violence Against Women and Girls) bid development phase, the Police and Crime Commissioner's office has circulated an email consulting the Parish Council on the proposed plan for the funding, which, if successful, will benefit Durham City and Darlington. The Chair reminded Members that the Clerk has circulated details of the proposals and the majority of Members have since responded to confirm that they are happy for the Parish Council to be named as a consultee in the bid submission.

The Chair highlighted that DCC officer Andrew Megginson was an officer who was very heavily involved with the set-up of the Safety hub, the funding bid and the mountain of paperwork involved with this. The Chair expressed regret to see an excellent officer like Andrew leaving DCC but wished him well in his new role at the Treasury in Darlington. The Chair advised that Andrew has been an

outstanding officer and took on a very significant role as ASB Chair. The Chair advised that the Clerk has already contacted Alan Patrickson – Chair of the City Safety Group – to ask who will replace Andrew as Chair of this important group.

The Chair highlighted to Members that the Clerk has arranged for D2025 banners to be in situ at the meeting today. The Chair advised that the Parish Council is extremely excited at the news that Durham has been shortlisted to the top 4 in the City of Culture bid and looks forward to seeing this progress. To support this, the Chair advised that he would like to take a quick photo after this meeting and put out an official statement from the Parish Council formally backing the bid.

On recruitment, the Chair advised that Democratic Services at DCC are looking at providing an experienced minute taker for Parish Council meetings. The point of contact at DCC has advised the Clerk that he will be back in contact about this next week.

The Chair also advised that it is very good news to see that the recruitment of a Senior Conservation Officer to deliver on the Parish Council's joint project of the production of a Conservation Area Management Plan for the City is now in process and the job advert has today gone live. The Chair advised that it is hoped that interviews can take place at the beginning of June this year with a view to recruiting a suitably qualified candidate as soon as possible.

The Chair made the following statement of fact to the Council and, in doing so, asked that there be no follow-up discussion or embellishment to this:

On 31 March this year, Durham County Council issued a Decision Note from the Council's Governance Solicitor who had considered a complaint from Councillor Ashfield and Councillor Ashby concerning the alleged conduct of Councillor David Freeman of the City of Durham Parish Council in accordance with Durham County Council's Procedure for Local Assessment of Complaints. The matter was subject to local Resolution according to that procedure. The Parish Council has no legal authority to be involved in the complaint, the procedure or the outcome. It is; however, a matter of fact and I can state that:

The decision notice is produced to record the decision taken following initial assessment and includes the main points considered, the conclusion and the reasons for that conclusion. It will be available for inspection at the offices of the Council for six years beginning with the date of the decision.

8. RECOMMENDED RENEWABLE ENERGY PROVISION FOR THE SNIPERLEY PARK DEVELOPMENT

Councillors G Holland and R Friederichsen provided a report to Council, which set out a number of essential renewable energy and energy efficiency provisions for the Sniperley Park development.

Councillor G Holland advised that the UK's energy security, following the war in Ukraine, is looking increasingly precarious and it is therefore essential that new developments embrace a number of key components, in order to ensure their long term sustainability into the future.

Councillor G Holland encouraged Councillors to demonstrate leadership on this vital matter by calling on such provision, and to engage on it with the city's neighbouring Parish Councils and Durham County Council.

Councillor R Friederichsen advised that this report has been endorsed by the Parish Council's Planning Committee and seeks to offer guidance to the Parish Council concerning improved energy efficiency and security, recognising national and international aims on energy provision, energy efficiency, and reduced greenhouse gas emissions.

Councillor G Holland highlighted that the Sniperley Masterplan has yet to be finalised and the size of this proposed development will have a strong impact on a shared commitment to sustainable housing development in both Durham City and the wider County. To reflect this commitment, Councillors G Holland and R Friederichsen proposed that the following list of solutions should be implemented in full for the Sniperley development:

1. An Energy Assessment for the entire site designed to minimise energy consumption and greenhouse gas emissions with all properties satisfying the 2030 operational energy and embodied carbon targets set by the RIBA 2030 Challenge which identify the optimal set of energy solutions to minimise energy consumption and greenhouse gas emissions.
2. All homes and buildings to be built to EPC A rating standard as a minimum.
3. No connection of the site to the national gas network.
4. Photovoltaic panels / and battery storage in all homes and buildings.
5. Ground and/or air source heat exchange systems for all homes and buildings.
6. District heating system using any potential geothermal energy.
7. All houses to have electricity supply points for electric cars.

All Members endorsed the report and thanked Councillors G Holland and R Friederichsen for their work in pursuing this.

Cllr V Ashfield advised that she felt that the report set out exactly what was needed for the Sniperley development and was happy to second the proposals in the report.

Cllr E Ashby advised that she would like to take this report to the University's Community Engagement Task Force's economic sub-group to raise this matter in this forum too.

Members unanimously **agreed** the position that the above energy solutions should be implemented in full at the Sniperley Park development and all other developments in the county.

Members unanimously **agreed** that Cllrs G Holland and R Friederichsen should liaise with the Parish Councils of Framwellgate Moor and Witton Gilbert to invite them to endorse the City of Durham Parish Council's position.

Members unanimously **agreed** that the Clerk should write to Cllr Mark Wilkes, Portfolio Holder for Neighbourhoods and Climate Change at Durham County Council, to relate the Parish Council's paper and urge him to take action in accordance with it.

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

The Clerk advised that planning for the Queen's Platinum Jubilee is going extremely well and that the Parish Council, together with the Durham Markets Company, is continuing to take a leading role in the organisation of Jubilee events this year.

The Clerk also advised that regular meetings with key partners are taking place and this has resulted in a timetable of very exciting events for the City over the Jubilee weekend and beyond.

The Clerk particularly highlighted that, as promised at the last Parish Council meeting, a site visit with key officers at DCC had taken place with the Freeman and the Freeman have now agreed with the County Council that the new permanent beacon for the City – as gifted by the Freeman – should be sited at the top of Jubilee walk next to the DLI museum. The Clerk also advised that the County Council has agreed to take on all subsequent maintenance responsibility for the beacon too.

The Clerk advised that there will be a need for the Freeman to submit a planning application for this beacon as they were keen that this be over 4metres in height (the Parish Council's permitted development rights for such beacons only extending to a maximum height of 4metres). The Clerk advised that, due to the statutory timeframe of submitting such an application and approval being granted, the new permanent beacon will not be ready for the 2nd June deadline, at which point, across the nation, communities will be lighting beacons for Her Majesty to kickstart a weekend of celebrations.

As a result, the responsibility is therefore going to fall to the Parish Council to arrange the lighting of a temporary beacon at a suitable location in the City. The Clerk advised that he and Cllr E Ashby were already in discussions with relevant parties on this and the Clerk hoped to update the Council soon on an appropriate venue for this to take place in the City.

The Clerk highlighted that Colin Wilkes, Alice Wilkes and Cllr E Ashby have been working tirelessly to put these events together and the Council thanked everyone involved in the organisation of these events.

The Council thanked the Clerk for this report and for his work on these events.

10. ANNUAL REVIEW OF PARISH COUNCIL STANDING ORDERS, FINANCIAL REGULATIONS, COMMITTEE TERMS OF REFERENCE AND COUNCIL POLICIES

The Clerk reminded Members that there is a need to review the Council's Standing Orders, Financial Regulations, Committee Terms of Reference and Council policies on an annual basis.

The Clerk advised that the Council usually agrees the establishment of a Working Group to review these documents each April, with recommended amendments coming forward for ratification at the Council's annual meeting in May.

The Clerk therefore advised that there is a need for Members to agree the membership of the Working Group.

Cllr E Ashby proposed that, in light of the significant work on both the Planning and Environment Committees, the Terms of Reference for both Committees be amended, such that the membership for both Committees be increased from 6 to 7 Members. This proposal was seconded by Cllr V Ashfield. 2 Members voted in favour of this proposal, 6 Members voted against this proposal and 5 Members abstained from voting. This proposal was therefore not agreed.

It was **agreed** that Cllrs A Doig, R Ormerod and S Walker should form a Working Group to review these documents and recommend any amendments to the May annual meeting of the Council.

11. STAFF TRAINING ARRANGEMENTS FOR AUGUST 2022

The Clerk reminded Members that, at the last Full Parish Council meeting, Members approved a pay award for local government services ('Green Book') employees for 2021-22 for him of 1.75%.

In agreeing this pay award, the Clerk advised that a proposal was also put to the Council that Members consider making an additional one-off payment to the Clerk in recognition of outstanding work and support for the Council. At this meeting, the Clerk reminded Members that it was agreed that specialist HR advice would be sought in order that this proposal could be fully considered by Members at this Full Council meeting.

Since the March Full Council meeting, the Clerk has thanked all Members for this very generous gesture but in doing so declined the offer of a one-off payment and the Clerk advised that he has confirmed his intention to do so to the Parish Council Chair.

The Clerk advised that he has indicated in his correspondence that his preference is to be given sufficient time over the month of August to complete his CiLCA (Certificate in Local Council Administration) qualification. It is estimated that 250-300 hours is required for this to be completed.

In August 2022, it was therefore proposed that the Clerk be dedicated solely to the task of completing this portfolio and that only the Planning and Licensing Committees sit during this month.

In order to reduce the workload of these committees on the Clerk, the following steps were proposed:

- Where applicable, the Council's planning consultant will take responsibility for drafting all planning responses during August – sufficient funding has been allocated to this year's budget to facilitate this arrangement.
- A member of each Committee be nominated to draft the minutes of each Committee meeting.
- The Clerk's out of office will be on throughout August 2022 and all urgent matters be directed to appropriate Members of the Council.

The Clerk confirmed that both the Chair of the Parish Council and the Chair of the Council's Personnel Committee are content with this proposed arrangement.

Members unanimously **agreed** that a one-off payment will not be made to the Clerk, as per his request.

Members **agreed** to the proposed procedure for August 2022 as set out in the report provided to Council, in order to allow sufficient time for the Clerk to complete his CiLCA portfolio.

In agreeing this, Cllr C Lattin stressed the importance that the Clerk takes his allocated holiday leave during the year also.

12. CONSULTATION ON MAKING DRINKING ALCOHOL IN PUBLIC AND AGGRESSIVE BEGGING IN DURHAM CITY AN OFFENCE

The Clerk advised that Durham County Council has recently launched a public consultation seeking views on the extension of the existing Public Space Protection Order (PSPO) in Durham City which bans the drinking of alcohol in public spaces. The Clerk also advised that DCC is also seeking views on a potential new PSPO to make aggressive begging in the City an offence.

Members considered the report as provided to Council and unanimously **agreed** to support the continuation of the PSPO banning the drinking of alcohol in public spaces in the City.

Cllr R Friederichsen advised that he had concerns about the proposed PSPO on making aggressive begging in the City an offence. Cllr R Friederichsen advised that this made him uncomfortable and hoped there could be more emphasis on the welfare of vulnerable people who are begging in the City.

Cllr S Walker advised that she felt that aggressive door-to-door sales were an even bigger problem than begging in the City and hoped that this could be tackled in some way. The Clerk advised that he had a number of "no cold callers" stickers for doors and windows should any member of the public find them useful and he would be happy to provide this.

6 Members voted in favour of supporting the proposed PSPO on aggressive begging, 4 Members voted against it and 2 Members abstained from voting on this. The Council therefore **agreed** to support the proposed PSPO.

13. REPORT FROM LOCAL COMMUNITY AND VOLUNTARY ORGANISATIONS ON PARISH COUNCIL GRANTS 2021-22

The Clerk reminded Members that in June 2021 the Parish Council agreed to support local voluntary and community organisations in the parish with a grant award. All applications were considered in line with the Parish Council's agreed Grant Awards policy and all successful organisations were advised accordingly of the outcome of their applications.

The Clerk advised that, under the terms of the Council's Grant Awards policy, organisations have up until June 2022 to spend the funds as per their original application. The Clerk advised that he continues to monitor progress on each application and had brought this report to Council in order to allow Members to consider the impact this funding has had on partner organisations.

Members very much welcomed this report as a further example of the positive impact and work of the Parish Council, supporting organisations who help some of the most vulnerable residents, who help improve the public realm in the parish and who help to make the parish an exceptional place to live, visit and work.

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
(26th May 2022)**

ITEM 8: REQUEST FOR A CUMULATIVE IMPACT POLICY FOR DURHAM CITY

In September 2019, the County Council consulted on a proposal to introduce a cumulative impact policy for Durham City. During this consultation, Durham Constabulary, Durham University, local Ward Members, the City of Durham Parish Council and the former Member of Parliament all supported the introduction of this policy to the City.

The County Council outsourced this assessment to a specialist third party and the outcome of that assessment was that there was (as at October 2019) insufficient evidence to support the publication of a Cumulative Impact Assessment (CIA) in respect of Durham City Centre (or for any other area of County Durham). That being the case, the County Council committed to keeping this under review and to further assessments of the need for a 'special policy' as part of the Statement of Licensing Policy for County Durham.

Durham City has a rapidly growing night time economy with a further major development (Milburngate) set to come on board in the coming weeks. This adds a further 48,000sq ft of 'retail and leisure' space to the City. It is apparent from recent licensing applications (Brewdog and the Botanist) that 'retail and leisure' will effectively equate to yet more late night licensed premises and the Licensing Committee has also noted the recent losses of retail space at both Riverwalk and North Road to licensed premises.

The Parish Council's Licensing Committee and Durham Police have jointly written to Durham County Council to express concerns at the implications of these large scale new developments from not only policing and residential amenity perspectives but also the potential for increased pressure on public health services.

The Licensing Committee and Durham Police have jointly requested that the County Council urgently undertakes a further review leading to the introduction of a CIP to Durham City at the earliest opportunity.

The Head of Licensing at Durham County Council has highlighted previous investigations and assessments which have failed to yield the evidence necessary to justify the development and inclusion of a special policy for Durham City centre.

A Cumulative Impact Policy may be published by a licensing authority to help it to limit the number or types of licence applications granted in areas where there is evidence to show that the number or density of licensed premises in the area is having a cumulative impact and leading to problems which are undermining the licensing objectives.

It is a legal requirement that a cumulative impact assessment must set out the evidence for the authority's opinion as set out in the assessment. Durham County Council has asked the Parish Council and Durham Police to provide further

evidence to show why we believe there is a need for such a Policy being introduced in the City.

The purpose of this report is to provide Full Council with an update on this priority and to seek Full Council endorsement for the Committee's continued work alongside Durham Police to provide evidence in favour of the cumulative impact policy being introduced to the City.

DECISION REQUIRED	For Members to note the above report and endorse the continued work of the Licensing Committee on this priority.
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ITEM 12: TO DECIDE ON APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

As Members are aware, the Parish Council has agreed to have a representative on outside local organisations, where the aims of these are aligned with the strategic objectives of the Parish Council in the exercise of its functions.

The below table shows the current Parish Council representatives on outside local organisations.

Members are reminded that, as per the terms of reference of the CDALC Larger Councils Forum, the City of Durham Parish Council may have up to a maximum of three representatives, which may include either three Parish Councillors or two Parish Councillors and the Clerk.

Members are reminded that, as per the terms of reference of the ASB sub-group task force, this group is an officer only group and therefore the representative of the Parish Council on this group must be the Clerk.

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

There is also a need for the Parish Council to review its membership of these organisations on an annual basis.

Local organisation/ body	City of Durham Parish Council representative
Community Engagement Task Force	Robert Hanson
Community Engagement Task Force sub group - Economic	Esther Ashby
Community Engagement Task Force sub group - Citizenship	Victoria Ashfield
Community Engagement Task Force sub group - Lived Environment	Carole Lattin
Durham University Covid-19 community engagement group	Esther Ashby and Liz Brown
PBSA Liaison Group	Esther Ashby
Durham Access Group	Liz Brown
CDALC Larger Councils Forum	Esther Ashby, Adam Shanley and Richard Ormerod
ASB sub-group task force	Adam Shanley
Durham AAP Board	Susan Walker

**DECISIONS
REQUIRED**

- 1) For Members to agree which of these local organisations they wish for the Parish Council to remain represented on.
- 2) With 1) being agreed, for Members to agree who the Parish Council representatives should be on these organisations.

ITEM 13: TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

There is a need for the Parish Council to agree its Committee membership for this year of the Parish Council.

At present, the Parish Council has six Committees as well as the Full Council meetings. Each of these Committees carries out a specific function of the Parish Council, as set out in the Committee Terms of Reference. In some cases, a Committee has delegated authority to act on behalf of Full Council (for example the Planning Committee responds on behalf of Full Council to planning applications) but decisions on expenditure where appropriate and of a strategic nature are taken at Full Council.

The below grid provides an overview of the current membership of each of the Committees and also details the frequency of meetings for each Committee.

In all cases, the quorum (the minimum number of Members in attendance necessary to conduct the business of the Committee) for the Parish Council's Committees is three or one third of the total Committee membership (whichever is the greater) but not less than three.

<p>Planning Committee (6 Members) - Meets once every two weeks on a Friday at 2pm. Liz Brown (Chair) Victoria Ashfield (Vice-Chair) Richard Ormerod Carole Lattin Grenville Holland Susan Walker</p>	<p>Environment Committee (6 Members) – Meets once every four weeks, dates and times agreed at Committee level. Carole Lattin (Chair) Victoria Ashfield (Vice-Chair) David Freeman Susan Walker Rob Hanson Rupert Friederichsen</p>
<p>Personnel Committee (5 Members) – Meets as and when required, typically once per year. Elizabeth Scott (Chair) Alan Doig (Vice-Chair) Govind Nair Victoria Ashfield Grenville Holland</p>	<p>Business Committee (6 Members) – Meets once every two months, dates and times agreed at Committee level. Elizabeth Scott (Chair) Richard Ormerod (Vice-Chair) Nicola brown Grenville Holland Esther Ashby Govind Nair</p>
<p>Licensing Committee (6 Members) – Meets once every two weeks on a Friday at 2pm (the alternative Friday to the Planning Committee). Susan Walker (Chair) Nicola Brown (Vice-Chair) Alan Doig Esther Ashby Govind Nair Helen Weston</p>	<p>Finance Committee (6 Members) – meets once per quarter, dates and times agreed at Committee level. David Freeman (Chair) Alan Doig (Vice-Chair) Robert Hanson Victoria Ashfield Helen Weston Liz Brown</p>

**DECISION
REQUIRED**

For Members to agree the membership of each Committee for this year of the Parish Council.

ITEM 14: REPORT ON WORK DONE BY THE CITY OF DURHAM PARISH COUNCIL CLIMATE LEAD: 1 FEBRUARY TO 17 MAY 2022

By Rupert Friederichsen, 17 May 2022

Submitted to the Full Council Meeting on 26 May 2022

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1. Introduction

This is the first report on work carried out following the City of Durham Parish Council decision on 27 February 2022 to appoint the author, Cllr Rupert Friederichsen to the role of Parish Council Climate Lead until the Full Council meeting in May 2022.

Taken together, the recommendations in this report provide a suggested workplan for the climate lead for the period from June 2022 to April 2023.

2. Priorities, work carried out, and recommendations

2.1. Carbon accounting

Heating and lighting of the Parish Council office are the only sources of CO2 emissions captured by the previously chosen Local Government Association (LGA) carbon accounting tool. Inquiries made by the Clerk revealed that Durham County Council (DCC) is unable to provide details on the amount of greenhouse gas emissions caused by the Parish Council office. It follows logically from the fact that the Parish Council rents its office space from DCC that the Parish Council's emissions as measured by the LGA tool and the reduction path depends on action by DCC.

Recommendation 1: For the Climate Lead to establish the path to zero emissions in collaboration with DCC, agree a reporting routine with them, and report back to Full Council by October 2022.

2.2. Carbon literacy training

Delivery of the carbon literacy training is scheduled to take place on 24, 25, and 26 May 2022, which is later than anticipated in February 2022. Therefore, the

related action will be carried forward into the Climate Lead's work programme for 2022-23.

Recommendation 3: For the Climate Lead to take part in the carbon literacy training and help prepare and facilitate it, if needed. For them to a) collate and analyse participating councillors' evaluation of the training, b) ensure that any suggestions by participating councillors regarding strategic priorities for climate action and ideas for concrete follow up actions are documented and actioned to the extent possible.

2.3. River Wear

Cllr Friederichsen shared a draft proposal with the Clerk and Environment Committee's Chair and Vice-Chair. He proposed to extend the existing collaboration with the Wear Rivers Trust by commissioning a report into climate change adaptation in relation to the river Wear; this conversation is ongoing.

Recommendation 4: For the Climate Lead, in partnership with the Environment Committee, to continue this work, with a view to having received and shared with the wider public through a river Wear-themed event to take place before April 2023.

2.4. Sniperley Park development

In partnership with the Planning Committee, the Sniperley Park development was agreed on as the strategic priority for pursuing climate change mitigation. Cllrs Holland and Friederichsen presented related ideas to the Planning Committee on 8 April, heard the Committee's views, and followed up as agreed with a paper that was approved by Full Council on 28 April. Publicising the Parish Council's position and working with the relevant other Parish Councils is ongoing.

Recommendation 5: For the Climate Lead, in partnership with the Planning Committee, to continue the focus on monitoring the planning process relating to the Sniperley Park development, and make representations on that matter based on the Parish Council's adopted position where possible until April 2023.

Recommendation 6: For the Climate Lead and/or the Planning Committee to suggest additional climate-related projects and/or work strands to be jointly pursued until April 2023, if any.

3. Additional recommendations for work to be undertaken from May 2022 to April 2023

In addition to the above-mentioned, the Climate Lead recommends focussing on working with the Business Committee to identify potential projects, including ones which may require budget to be allocated in 2022 for the financial year 2023-24.

4. Appendix: Summary of goals committed to in the February 2022 work plan and status as of 17 May 2022

Goals committed to	Section in the work plan	Status	Comment
Completed the Parish Council's carbon accounting baseline (requires support from Adam Shanley)	3.1	Partially completed.	See section 2.1 above.
Developed an outline plan to achieve the Parish Council's net zero target		Not completed.	See section 2.1 above.
Developed a routine for the Parish Council's carbon accounting (requires support from Adam Shanley)		Not completed.	See section 2.1 above.
Taken part in the carbon literacy training and helped prepare and facilitate it, if needed	3.2	Not completed.	See section 2.2 above.
Collated and analysed participating councillors' evaluation of the training and collated any thoughts they may have regarding strategic priorities of climate action and ideas for concrete follow up actions; these outcomes of the training will be in place for discussing and planning climate action from May 2022		Not completed.	See section 2.2 above.
Completed scoping the river Wear adaptation study, and be ready for commissioning it	3.3	Not completed.	See section 2.3 above.
Developed ideas and proposals in time for discussion at a Planning Committee meeting in April 2022.	3.4	Completed	See section 2.4 above.

ITEM 15: PLANNING FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS 2022

As Members are aware, the Parish Council, together with the Durham Markets Company, is taking a leading role in the organisation of Jubilee events this year.

Regular meetings with key partners have been taking place and a final meeting of all stakeholders took place on Friday 20th May ahead of the weekend. The following list represents the updated list of events set to take place this year:

- **Tree planting** set to take place by the Parish Council's Environment Committee (delivered) and this will hopefully be supplemented by the planting of a special oak tree by the community garden in Wharton Park by the Lord Lieutenant (date TBC).
- A "**Clean for the Queen**" City-wide litter picking event was set to take place at the end of May but is now going to be delayed until Summer 2022. It is hoped that Members of the Parish Council will be able to take a lead for a specific area in the Summer as and when this event takes place.
- The national **lighting of the beacon** on 2nd June 2022 will take place at an undisclosed location at 21:45pm. The Parish Council will be hosting a reception from 8:30pm and all invitees will be invited to watch the beacon lighting at 21:45pm. As part of this event, the Mayor of Durham City will light the beacon and the Dean of Durham will lead all attendees in a prayer of thanksgiving to Her Majesty the Queen. This event is by invitation only but will be live-streamed to the general public from the Parish Council's Facebook page.
- **Knitted public art** is currently in production by local WI groups, with a coronation theme and is set to be on display from 1st June 2022.
- A **Cathedral service on Saturday 4th June** is being hosted by Durham Cathedral with a service of thanksgiving to Her Majesty and the voluntary service across County Durham. The Service will feature a special performance by a choir of young singers from the region. Durham Cathedral Choir will sing the coronation anthem '*I was glad*' by Hubert Parry.
- On Wednesday 1st June, the Parish Council and Durham Markets company are arranging a **tea dance** with local dance leader Dianne Ross in the Town Hall. This will include dancing and afternoon tea (catering provided by New College). The Chief Executive of Age UK will be in attendance and the proceeds of the funds collected from the tickets for the event will given to Age UK as the selected charity recipient.
- An **arts project** involving New College producing hats (something for which her Majesty is famed) will have been judged at an event in New College on

24th May 2022 with Sue Snowdon in attendance. The hats are set to be on show at the Jubilee afternoon tea dance on Wednesday 1st June.

- On Friday 3rd and Saturday 4th June, Durham BID will be hosting a series of **street entertainment** and a **virtual Beacon trail** in the City.
- On Sunday 5th June 2022, the Parish Council has been working with the Durham Markets Company on an **outdoor street party** involving two live bands (steel drums and big band music), a magician, 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. The market place will also be dressed with additional floral displays this year in time for the Jubilee weekend.
- On 14th June 2022, the County Council will be arranging a **commonwealth concert** involving local schools in the Gala Theatre.
- On 9th September 2022, the County Council is planning on hosting a **Jubilee medal giving ceremony** in the Durham Room of County Hall along with Sue Snowdon for a number of recipients across County Durham.

Miscellaneous

Prince Bishops Place will also have red, white and blue themed umbrellas on Umbrella Street during the year and is also hoping to host a street party of its own.

Durham Cathedral is set to be lit red, white and blue on Thursday 2nd June 2022.

Durham Town Hall will have a picture of Her Majesty the Queen projected onto it on Thursday 2nd June 2022.

Local artist Beth Ross is also working with schools on the production of some specialist bunting for the event and this will be displayed at the Clayport library Children's book section from 27th May 2022.

The events have been advertised to every resident in the parish as well as by Visit County Durham.

A banner has been erected at St. Nic's church to advertise this event further closer to the date and the Clerk is planning a series of press releases and media engagement in order to promote these events.

A photographic display of Her Majesty's reign is currently being organised by Cllr E Ashby in collaboration with a representative of the City of Durham Trust.

Partnership with Durham Markets Company

As reported at previous Parish Council meetings, the agreed partnership and additional resource for organising the event provided by Durham Markets

Company is working extremely well and this has proven to be an essential resource to the Parish Council for these events. This is being funded from the budget allocated to an assistant for the Clerk and not directly from the agreed events budget.

External funding

The application for £2,000 from each of the four County Councillors in the parish has been successful and the funds should be with the Parish Council in the coming days.

The total cost of Jubilee activities across the year is estimated at approximately £12,000 and the Parish Council is going to meet the additional costs for the agreed set of events.

A beacon for Durham City

A planning application for the permanent beacon for the City – as gifted by the Freemen of the City – will be coming forward in the next few weeks and will be located at the top of Jubilee Walk.

DECISION REQUIRED	For Members to note the above report and to allow work to continue on the planning for Jubilee events, as per the agreed delegation to the Clerk and the Parish Council's Business Committee.
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