



## City of Durham Parish Council

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Date of Summons: 19<sup>th</sup> May 2023

### SUMMONS

**To all Members of the City of Durham Parish Council:** Councillors E Ashby, V Ashfield, L Brown, N Brown, A Doig, D Freeman, R Friederichsen, R Hanson, G Holland, C Lattin, G Nair, R Ormerod, E Scott, S Walker and H Weston.

You are hereby summoned to attend the **Meeting of the Council** to be held in the **Lantern Room, Durham Town Hall. Durham. DH1 3NJ** on **Thursday 25<sup>th</sup> May 2023 at 7:00pm** for the purpose of transacting the following Agenda business as shown.

*Members of the public and press are also cordially invited to attend. Members of the public may address Council, Committee or Sub-Committee meetings for up to three minutes, with the agreement of the Chair of the meeting, provided that the statement is related to an item on the agenda. The speaker should approach the Clerk before the meeting commences to request to speak during the meeting.*

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Health & Safety, Civility and Respect and Human Rights plus Social, Economic and Environmental matters.*

Yours faithfully,

*A. Shanley*

**Mr Adam Shanley**  
**Clerk to the City of Durham Parish Council**

## **AGENDA**

### **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 27<sup>TH</sup> APRIL 2023**

### **6. PUBLIC PARTICIPATION**

### **7. COMMITTEE UPDATES**

#### **• Planning and Licensing Committee minutes from meetings held on 14<sup>th</sup> and 28<sup>th</sup> April 2023**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>

- Proposed research project for planning and licensing arrangements in the City centre.

#### **• Environment Committee minutes from meetings held on 11<sup>th</sup> April 2023**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee/>

- Proposal to create a community garden space at the top of Lawson Terrace / Laburnum Avenue.
- Update on the Service Level Agreement with Durham Police

#### **• Business Committee minutes from meetings held on 21<sup>st</sup> March 2023**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/business-committee/>

**8. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 27<sup>th</sup> April 2023.

**9. MOTION BY COUNCILLOR A DOIG ON SECTION 106 FUNDING WITHIN THE PARISH AREA**

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

- To include the adoption of a Staff Appraisal Policy and a Community Engagement Policy (as included)

**11. TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S CLIMATE LEAD**

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

**13. TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP**

**14. CYCLE OF FULL COUNCIL MEETINGS**

**Suggested Cycle of Meetings (all commencing at 7pm)**

**2023**

22<sup>nd</sup> June

27<sup>th</sup> July

28<sup>th</sup> September

26<sup>th</sup> October

23<sup>rd</sup> November

**2024**

25<sup>th</sup> January

22<sup>nd</sup> February

28<sup>th</sup> March

25<sup>th</sup> April

# City of Durham Parish Council

**Minutes of the meeting of the City of Durham Parish Council held on Thursday 27<sup>th</sup> April 2023 at 19:00 in the Lantern Room, Durham Town Hall. Durham. DH1 3NJ**

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

**Also present:** Parish Clerk Adam Shanley and 4 members of the public.

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

Apologies were received from Councillors G Nair and R Ormerod.

## **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

Councillors D Freeman, L Brown and E Scott declared an interest in the report at item 5 regarding objections and call-in requests on planning applications.

## **3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 23<sup>RD</sup> MARCH 2023**

The minutes of the meeting held on 23<sup>rd</sup> March 2023 were unanimously **agreed** as a true and accurate record of proceedings.

In agreeing the minutes of the meeting of 23<sup>rd</sup> March, it was noted that the membership of Parish Council Committees (as agreed under item 11 of the minutes) would only remain as such until the annual meeting of the Council in May.

## **4. PUBLIC PARTICIPATION**

Mr John Ashby advised that he was attending the meeting with a general interest in all Agenda items, but particularly the report under item 5 regarding objections and call-in requests on planning applications.

Mr Jonathan Lovell advised that he was attending the meeting with a general interest in all Agenda items.

Mrs Linda Lovell advised that she was attending the meeting with a general interest in all Agenda items.

Mr Jack Ballingham identified himself as the Chair of the Durham University Campaign for Nuclear Disarmament (CND) and advised that he was attending the meeting to hear and contribute to discussions under item 7 of the Agenda.

## **5. COMMITTEE UPDATES**

- **Planning and Licensing Committee**

Councillor G Holland presented the minutes from Planning Committee meetings held on 17th and 31st March 2023. There being no queries from Members, Councillor G Holland moved on to Committee updates.

- **Report on objections to planning application and calls to Committee: DCC Central and East Planning Committee**

In introducing his report, the Chair highlighted that it had been brought to the attention of the Parish Council that there has been concern at DCC about (i) the number of objections to planning applications and requests that the applications are brought before the Central and East Planning Committee by the City of Durham Parish Council Planning and Licencing Committee and (ii) objections to planning applications where the application – invariably involving HMOs – appears to fall within the formal requirements laid out in the County Plan (and especially in relation to Policy 16.3).

The Chair advised that he was keen to address this in some way with a formal approach to DCC and this had led to the report before Council this evening.

Councillor G Holland welcomed this report and expressed his unhappiness at the claim that the Parish Council appeared to be calling every application to the Central and East Area County Planning Committee. Councillor G Holland highlighted that the City of Durham Parish Council area was different to any other with very many planning factors e.g. a World Heritage Site, a surrounding green belt, significant development pressure and more to consider. Councillor G Holland advised that the right of call-in was an important provision for Parish and Town Councils which is enshrined in the County Council's constitution and that the City of Durham Parish Council has every right to call an application in to Committee and stand in solidarity with local residents.

Councillor D Freeman advised that, as Chair of the Central and East Area County Planning Committee, he was not aware of any such disquiet regarding the City of Durham Parish Council calling in applications.

Councillor L Brown advised that she had heard of some unhappiness about this but felt that this was entirely unjustified given the sheer volume of applications across the County disproportionately happening in the City of Durham Parish area.

Councillor E Ashby highlighted that other applications – not just change of use to C4 applications – took place in the City of Durham Parish area and the Parish Council is entirely justified in commenting on all such applications if they do not meet the test of the local development plan.

Mr John Ashby advised that approximately 28% of all of the planning applications in the Central and East Area were from the City of Durham Parish Council area. John cautioned against seeking any flexibility in the approach officers take when considering change of use applications for example as a consistent policy throughout the county is needed. John highlighted that flexibility may be taken by some developers as a sign that policies were not being applied as rigidly as they must.

John highlighted that all of these arguments had been run through the Examination in Public and the 90% upper limit had been a victory for campaigners such as the Parish Council.

The Chair advised that it was clear that this report needed some further work before a formal approach is made to DCC on this important issue. It was therefore unanimously **agreed** that the report be deferred to the Parish Council's Planning and Licensing Committee for further work.

- **Environment Committee**

Councillor C Lattin presented the minutes from the Environment Committee meeting held on 14th March 2023. There being no queries from Members, Councillor C Lattin moved on to Committee updates.

- **Report on the Service Level Agreement with Durham Police for an enhanced policing of the City centre.**

The Clerk highlighted that the SLA with Durham Police had now been agreed by both parties and the new police officers were due to commence at the beginning of April as per the agreement.

The Clerk advised that the remaining aspect of the SLA to be finalised is the new Coordinator role for this Operation. The Clerk advised that a Coordinator had previously been recruited for this post but had now left this post for a new role. The Clerk advised that he and the Chair of the Parish Council had met with the Police and Crime Commissioner earlier this month in order to arrange the recruitment of a suitable officer for this post and this is being done.

The Clerk advised that an advert had now gone out inviting all applications by the end of the month. Thereafter, the Clerk advised that there would be a shortlisting exercise and interviews are scheduled to take place in mid-May for this role.

The Clerk advised that he would keep the Council updated on how this progresses.

- **Business Committee**

Councillor D Freeman presented the minutes from the Business Committee meeting held on 31<sup>st</sup> January 2023. 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 23<sup>rd</sup> March 2023.

The Chair advised that he would like to put on record his thanks once more to everyone involved in the extraordinary amount of work put into the Coronation events for next week. This has been a terrific partnership effort led in no small part thanks to the Parish Council. It has been a great example of everyone pulling together, acquiring external funding and building good will between the partners. The Chair remarked that everyone in Durham is really looking forward to a series of events worthy of this historic moment in our nation's history.

The Chair also expressed how pleased he was to read the grants report on today's Agenda. The Chair remarked that it is great to see this funding go towards so many worthy local causes in our City and to see the difference it is making to our local environment and the lives of residents across the parish. The Chair advised that he was particularly pleased to see the masterplan for St. Nic's Churchyard and took the opportunity to thank Councillor Ashfield once more for her work on this. This has been an issue for some years now and it is great to see this project progressing.

The Chair reminded Members that the grant funding window is still open for applications until mid-June. The Chair asked all Members to please let as many local community and voluntary organisations in our parish know as possible.

The Chair also reminded Members that the annual meeting of the parish is set to take place on 24<sup>th</sup> May at 6pm in the Main Hall of the Town Hall. The Chair advised that he is delighted to say that all of the worthy winners of the Citizen of the Year Awards have accepted their awards and he looked forward to presenting these awards at this event as well as providing residents with an update of the last year. The Chair asked all Members to please make a special effort to attend this important meeting.

The Chair expressed his disappointment to hear news of the delay to the construction of the new bus station on North Road. The Chair remarked that it seems as though delays to this project have become a regular feature throughout construction and the Chair expressed sympathy for those in the affected area. The Chair advised that it was his understanding from local businesses that the promised regular letter drop to businesses in the area by DCC isn't taking place. The Chair advised that even our own Parish Clerk has offered to deliver these for the Council but has not had a reply to any of his correspondence which is very disappointing.

The Chair remarked that it is also clear from reports into PinPoint and to the Police that the issue of begging in the City is one that is felt by a number of businesses and visitors of the City. The Chair advised that he was sorry to see that Durham County Council decided against introducing a PSPO to tackle this issue and expressed the hope that the Police and Council can work together to get the right solution. The Chair advised that he met with the Police earlier today and they are looking at solutions for visitors to give to organisations who provide support as opposed to the individual begging. The Chair also advised that yesterday's CRAF meeting agreed to a joint letter to Durham County Council to ask that they re-visit this issue.

The Chair advised that he was pleased to read that Arlington Developers are committed to delivering the Milburngate development in the City in spite of the disappointing news that Tolent has gone into administration. The Chair advised that he very much hoped that a completion date for this development is near and we look forward to this scheme finally opening to the public.

The Chair reminded Members that the National Youth Market competition is taking place on Monday 1<sup>st</sup> May in the City. The Chair wished the Durham Markets Company every success with this event and remarked that this is not only a great

event but gives young people the opportunity to develop their entrepreneurial skills in our City.

The Chair remarked how pleased he was to see that the Parish Council has received a very positive reaction to its voluntary contribution request to local landlords. Local residents have been contacting the Parish Council with messages of thanks and encouragement and it is encouraging to see large landlords such as loc8me, Morgan Douglas, Gabrielle Moore and Frampton & Roebuck come on board with this scheme.

On the matter of student properties, the Chair advised that he was pleased to read that there is to be a high-level meeting of local landlords chaired by our MP Mary Foy next month. Jeremy Cook – pro-Vice Chancellor of Durham University – has asked that a representative of the Parish Council attend this meeting.

The Chair also took the opportunity to thank Councillors Ashfield and Lattin for their negotiations with Terracycle which has achieved a near 25% discount in the unit costs for a Terracycle box and highlighted that the Parish Council has ordered sufficient numbers for the entire year now. The Chair remarked that this has been a hugely popular scheme and one which has put the Parish Council and Boots on the map for recycling.

The Chair reminded Members that May is our internal audit month and the Parish Clerk will be particularly busy sorting all of this for the previous financial year.

Finally, the Chair offered an enormous congratulations to all present on the news today that the National Association of Local Councils has awarded the City of Durham Parish Council Quality Parish Council Status. The Chair highlighted that this makes us one of only 3 local Councils out of 104 in County Durham to receive such an accolade and he advised that this is testament to a lot of hard work over the last five years since the founding of this Council. What a terrific 5-year birthday present for this Council.

## **7. PROPOSAL FOR A NUCLEAR FREE PLEDGE FOR DURHAM CITY**

The Chair welcomed Jack Ballingham to the meeting as Chair of Durham University CND.

Jack thanked the Parish Council for the opportunity to speak with Members on this important issue today.

Jack highlighted that, in January 2021 the United Nations' Treaty on the Prohibition of nuclear weapons (TPNW) entered into force. This Treaty makes the possession and use of nuclear weapons illegal under international law, and has so far been signed by 92 states – half the membership of the UN. While states that have signed the Treaty include Austria, Ireland and New Zealand, the UK, along with other nuclear weapons states, has not.

Jack advised that the International Campaign to Abolish nuclear weapons (ICAN), which has campaigned for the adoption of the TPNW, has established a Cities Appeal. This asks towns and cities across the world to express their support for



their own country signing the Treaty. In the UK 30 towns, cities and other bodies have passed resolutions to sign up to the Appeal, including parish-level councils like Keighley and Aberystwyth, large cities such as Glasgow, Manchester and Leeds, and even the Welsh Senedd and Scottish Parliament. So far there have been no signatories to the Appeal in the North East.

Jack highlighted that the international situation is now more dangerous than it has been for a very long time, particularly with Russia's invasion of Ukraine now in its second year.

Jack advised that nuclear weapons are also a local issue for Durham. Britain's nuclear weapons are produced and maintained in Berkshire, but the submarines that carry them are based in Scotland. Moving the weapons between the two places is done by road transport, utilising two routes – one on the west coast, using the M6 and A74, and another on the east coast, using the A1(M), which passes close to Durham.

The dangers of transporting nuclear material and weapons by road are clear, and an exercise conducted by the Ministry of Defence in 2018 (and only recently revealed by a Freedom of Information request) found the response to a simulated accident involving a nuclear weapons convoy in Cumbria was massively insufficient.

Jack advised that local authorities are not themselves notified of the movements of nuclear weapons convoys through their area – Leeds City Council confirmed this was the case in 2016.

Jack highlighted that signing the ICAN Cities Appeal is a way for the City of Durham to join with hundreds of other cities around the world in expressing their opposition to nuclear weapons, as well to lead the way for other towns and cities in the North East to do so as well. It also opens the door to collaboration with other like-minded cities around the world – there are particularly close links between British nuclear-free cities and their counterparts in Hiroshima and Nagasaki.

Jack advised that 'Mayors for Peace', another international group of local governments, was founded in 1982, with its two founding members being Hiroshima and Nagasaki. There are currently 8,240 members of Mayors for Peace around the world, with 88 in the UK – however, there are only currently two members in the North East.

While the Mayor of Durham is not directed by City of Durham Parish Council, Jack advised that the Mayor's membership of Mayors for Peace would be another way for Durham to be at the forefront of promoting peace both regionally and nationally.

Councillor L Brown advised that she understood that Durham City had declared itself nuclear-free in 1982 and advised that the Parish Council may wish to see if this declaration is still extant.

Councillor G Holland advised that he could not support this as he felt that nuclear weapons actually made the world safer not more dangerous and this was echoed by Councillor D Freeman.

Councillor D Freeman advised that he could not support this proposal either as a Parish Councillor or as Mayor and advised that he felt that the Parish Council should not be getting involved in this issue.

Councillor C Lattin advised that she had been campaigning for nuclear disarmament for many years and fully supported this proposal.

The Clerk advised that he had been contacted by a resident of Elvet to say that she supported this and also asked if the Parish Council might consider reinstating the Mural of Peace which once existed in Prince Bishops many years ago in Durham City, if the panels could be located. Councillor E Ashby and Mr John Ashby advised that they owned one of the panels and would be happy to see if the other panels might be located.

Members **agreed** to note the above report and **agreed** to support the International Campaign to Abolish Nuclear Weapons Cities and Towns Pledge, which supports the UN's Treaty on the Prohibition of nuclear weapons and by doing so effectively ban any presence of and support for nuclear weapons from our Parish. (Votes were cast as follows: 9 votes in favour, 2 votes against and 2 abstentions).

Members **agreed** to formally request that the Mayor of Durham becomes a member of the Mayors for Peace. (Votes were cast as follows: 7 votes in favour, 3 votes against and 3 abstentions).

Members **agreed** to enquire of DCC if their opposition to nuclear weapons & associated traffic throughout the county -as believed to have been agreed in 1982 - is still extant. (Votes were cast as follows: 10 votes in favour, 2 votes against and 1 abstention).

The Chair thanked Jack for his time today and presenting his case to the Parish Council.

## **8. UPDATE ON EVENTS PLANNING FOR THE CORONATION IN MAY 2023**

The Clerk advised that the planning for the Coronation events in the City over May was going extremely well and advised that the following events were set to be delivered as part of this:

- A commonwealth-themed local arts projects by the Merryoaks WI opposite St. John's Church in Neville's Cross.
- A Coronation Tea Dance event in the Town Hall on Thursday 4<sup>th</sup> May
- A music entertainment event on the evening of Friday 5<sup>th</sup> May
- A 'Coronation on the Big Screen' event on Saturday 6<sup>th</sup> May
- The Beacon lighting ceremony on Saturday evening 6<sup>th</sup> May
- The 'Big Coronation Party' in the Market Place on Sunday 7<sup>th</sup> May

- The Big Help Out on Monday 8<sup>th</sup>
- Durham Cathedral Evensong event on Tuesday 9<sup>th</sup>

The Clerk advised that it had been a real pleasure to be a part of the Operation Golden Orb Working Group with colleagues across the City in order to put on these events. The Clerk remarked that these events had been the result of much hard work between partner organisations.

Councillor E Scott commended the Clerk on such a fantastic set of events and advised that she was thrilled to see the Parish Council go above and beyond its earlier efforts for the Jubilee last year.

Councillor E Ashby also commended the Clerk for his work as part of this Working Group and advised that she hoped that Members would be attending as many of these events as possible. Councillor E Ashby advised that she would be asking Members to indicate which events they are able to attend and to state a reason for absence at any of the events listed above, in view of the extraordinary work the Parish Council has put into these events.

The Clerk also highlighted Councillor E Ashby's significant contribution to the Coronation events planning and thanked her for her terrific support.

## **9. REPORT FROM VARIOUS ORGANISATIONS ON GRANTS AWARDED IN FINANCIAL YEAR 2022/23**

The Clerk reminded Members that in June 2022 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 2023 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.

## **10. PROPOSALS TO ESTABLISH A WORKING GROUP TO UNDERTAKE AN 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.

It was **agreed** that Councillors A Doig, E Ashby 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. REPORT FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS**

The Chair advised that the Parish Council's Community and Residents Association Forum held its AGM yesterday evening (26<sup>th</sup> April 2023) and he has once again been elected as Convener of this Forum.

The Chair advised that it was not possible for the Forum to agree its revised Terms of Reference at this AGM meeting and he hoped to have a follow-up meeting with the Forum in due course to go over this once more.

The Chair advised that a draft copy of the minutes of this latest meeting of the Forum would be presented at the next Parish Council meeting.

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  
(25<sup>th</sup> May 2023)**

## **ITEM 7: PROPOSED RESEARCH PROJECT FOR PLANNING AND LICENSING ARRANGEMENTS IN THE CITY CENTRE.**

At its most recent meeting, the Parish Council's Planning and Licensing Committee agreed to invite external bids to carry out a one-time piece of research into the current and permitted operating hours of all licenced premises within the City of Durham Parish Council boundary area.

The Committee requires the production of an evidence document which illustrates any discrepancies between approved operating hours in planning permissions, approved opening hours in licensing permissions, opening hours advertised on premises' websites and opening hours in practice for approximately. 163 licensed premises in Durham City.

This research may also prove useful to the Parish Council in the run-up to the review of the County Council's Statement of Licensing Policy in 2024.

The Parish Council has an extensive list of all the licenced premises within the city and their respective addresses, through its Ordnance Survey licence.

It is envisaged that this work will involve the compilation of a chart with 5 headings:

- licenced premises name and address
- published operating hours of the premises (on internet/front door)
- operating hours in planning permission document(s)
- operating hours in licensing permission document(s)
- additional brief information (only where required)

This research will involve the effective use of several online resources, e.g., research on internet into published opening hours of premises, research on Durham County Council planning portal into opening hours in planning permissions as well as potential visits to the Council's Licensing Department at Annand House (DH7 8RS) to go over any licensing documentation for premises.

The work may also include some visits to licensed premises whose opening hours are not available online.

An advert requesting bids was placed on the Parish Council's website last week. All bids were requested to include a fixed fee for producing this document as well as time expected to be spent on its production. All bids were requested to be submitted to the Parish Clerk by no later than 5pm on Wednesday 24<sup>th</sup> May 2023 via email.

All bids were requested to be supplemented by evidence that the individual has a research background, has experience of data management, is able to navigate their way around the Council's online planning portal and is proficient in the use of Microsoft office tools e.g. Word, Excel, etc.

In addition, knowledge of Durham County Council planning and other procedures is deemed to be an advantage.

It is hoped that this document may be produced by no later than mid-July 2023 but the Council is able to be flexible with this deadline.

At the time of this Agenda's publication, the Parish Council has received one such bid for this work from two researchers who will work collaboratively on this. Details of this bid are set out below:

**Time expected to be spent:** 25 minutes/ application

**Fixed fee:** £1,500

**Expected completion date:** 30th June 2023

**Professional background of researchers:**

*Researcher A* has a track record in delivering accurate and well-presented research on time. For instance, she undertook careful research in 2019 into Durham City student HMO planning applications and appeals 2017-2019 and synthesized this data into two charts and produced a report for the City of Durham Parish Council. She is intimately familiar with Durham City and the Durham County Council planning portal.

*Researcher B* is a postgraduate student who brings a first-class degree, a systematic approach to data collection, a sharp eye for detail, and useful knowledge of licenced premises across the city to the research.

Should any further bids be received by the Parish Council before 5pm on Wednesday 24<sup>th</sup> May, the Clerk will communicate these to Members in advance of the Full Council meeting.

<b>DECISIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1) For Members to agree to the production of the evidence document for licenced premises, as set out in the above report.</li><li>2) If 1) is agreed, for Members to decide an appropriate bid (if any) from those received in order to carry out this research work.</li></ol>
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## **ITEM 7: PROPOSAL TO CREATE A COMMUNITY GARDEN SPACE AT THE TOP OF LAWSON TERRACE / LABURNUM AVENUE**

The Parish Council Planters have been in place for some time and are valued by local residents and businesses. Regular maintenance is being carried out via Parish Councillors, permanent residents, students and a local business and make this area of our City more attractive.

There has been a proposal from Councillor Ashby to renovate Peskies Park. Currently, the park is under used, unmaintained and at first sight has little to offer the community. The initial proposal was to tidy up the park, add some additional seating, renovate the boat, add some additional play equipment (ideally multi age) and add some wetland plants to the boggy area.

As a first step in this process a consultation has been undertaken. The Peskies Park project will continue as part of work Councillor Walker is undertaking with the input from the local community and the volunteers who have signed up to help in the area. This is not an adopted Parish Council project and Councillor Walker is progressing this individually.

From that consultation has come the proposal to clear the land at the end of Lawson Terrace/ Laburnum Avenue and plant a community orchard. This would be an excellent project for the Parish Council and could hopefully be at least in part maintained by members of the community, building on the networks established with maintaining the planters and the Peskies Park consultation. It was a community garden in the past and with the Parish Council's help, the volunteers could periodically be remotivated and new volunteers recruited to maintain the garden.

The land in question is located to the rear of Lawson Terrace and Laburnum Avenue and adjoins the railway line which is guarded by a high-rise metal fence. The land is presently unregistered and has fallen into significant disrepair over several years. There is evidence of fly tipping and possible sharps at this land.

A proposal to develop the land into 2 houses in 2003 received a significant public objection and was refused at application and appeal stage following the efforts of the local community to turn this into a community garden area. This latter point formed the basis of the Inspector's ruling to refuse the appeal as the area is a valued green space in a heavily urbanised part of the Conservation Area.

A proposal to consider the Parish Council formally adopting the land was not progressed at the recent meeting of the Environment Committee.

Members are reminded that the £6,000 allocated towards new EV-charging points in the City of Durham parish area is now not being progressed by the Environment Committee. The Committee has instead agreed that this funding should be allocated towards this project.

Greening up the Viaduct Area is a key strategic aim of the Parish Council and it is felt that this project conforms strongly with that aim.

The Clerk and Councillor Walker have carried out a site visit of the area with contractors and the following quote has been received from DCC's groundworks team to clear and level the land:

**Total cost for labour and materials: £4,957.22**

Please note: Prices may be subject to change due to market volatility at the present time

Initial estimates from private contractors have been significantly higher than that quoted by DCC.

The works are expected to take approximately. 3 full working days to complete and could only commence at the beginning of September 2023 in order to avoid the bird nesting season.

### **Picture from a site visit in early May 2023**



#### **DECISIONS REQUIRED**

- 1) For Members to agree to carry out the clearing works to the land to the rear of Laburnum Avenue/ Lawson Terrace, as set out in the above report.
- 2) If 1) is agreed, for Members to approve the reallocation of the funding from the EV-charging point project towards this proposal.



## **ITEM 9: MOTION BY COUNCILLOR A DOIG ON SECTION 106 FUNDING WITHIN THE PARISH AREA**

Councillor A Doig wishes to propose the following motion to the Parish Council on the Section 106 funding within the parish area

### **The motion**

*This Council invites Durham County Council to urgently establish a special Working Group of interested stakeholders, including the City of Durham Parish Council, in order to explore projects for funding through the City's substantial Section 106 funds which have remained unspent for several years.*

<b>DECISION REQUIRED</b>	For Members to agree to the above motion.
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## **ITEM 10: CITY OF DURHAM PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY**

### **COMMUNITY ENGAGEMENT: STATEMENT OF INTENT AIMS AND OBJECTIVES**

Through the use of a wide range of approaches to public consultation and community engagement, the City of Durham Parish Council aims to ensure that it actively encourages residents to inform its decision-making process and make an input into decisions that affect their day to day lives in the parish.

The City of Durham Parish Council is committed to creating and maintaining effective working relationships with all sectors of the community. The Council recognises that there are different levels of engagement and will endeavour to involve the community in the following ways:

- Inform people about its work and the services it provides
- Consult with and seek out the views of the community
- Encourage community participation in local government
- Collaborate with individuals, community groups and organisations where appropriate, to achieve agreed aims for the benefit of the Parish
- Build up effective working relationships within the community and encourage a sense of ownership of assets, infrastructure and new projects.

### **THE COMMUNITY**

The City of Durham Parish Council seeks to engage with all sections of the community regardless of age, ability, gender, ethnicity, faith or sexual orientation, the local business community, the many clubs, organisations and societies which are active in the parish, its partners such as Durham County Council and the neighbourhood policing team, local Faith Leaders and our County Councillors.

The Parish Council is committed to engaging with any persons or groups who have an interest in matters relating to the economic, social and environmental wellbeing of our area.

### **PROVISION OF INFORMATION TO THE COMMUNITY AND OPPORTUNITIES FOR COMMUNITY INVOLVEMENT**

The City of Durham Parish Council recognises that members of the community may wish to engage with it at different levels and in a variety of ways, from the occasional email or letter with a suggestion on how a service could be improved, to attendance at meetings etc. The City of Durham Parish Council will therefore use as many ways as possible to actively seek the views of its parishioners and involve them in its work. Examples of this include:

**Publications:** The Parish Council will communicate with parishioners through regular articles in the local press and the parish newsletter, as well as the annual report.

**Website:** The Parish Council website <https://cityofdurham-pc.gov.uk/> is a community resource which publishes information about our community. Parish

Council agendas, minutes, accounts and other documents will be regularly posted on this website for parishioners' information. Parishioners are invited to contact the Parish Council via the website or via email at:

[parishclerk@cityofdurham-pc.gov.uk](mailto:parishclerk@cityofdurham-pc.gov.uk)

The City of Durham Parish Council is committed to develop and improve its website and will actively encourage parishioners to use it as a means of improving communication.

**Direct Access:** The Parish Council will display a list of all Parish Councillors together with other important points of contact on all notice boards. This medium will also be used to directly advertise other important events e.g. notices relating to the annual audit of accounts; casual vacancies, elections, etc. Details of the Parish Council's publication scheme and the address of Durham County Council's Monitoring Officer will also be displayed on the website for parishioners' information.

**Meetings:** Notice of all Council meetings is given on the Parish Council's website. Parishioners are encouraged to attend Full Council and Committee meetings and time is set aside at all meetings for public participation at all these meetings. Parishioners are also actively encouraged to attend the Annual meeting of electors, which is advertised as above.

**Surveys:** The City of Durham Parish Council will undertake surveys and other related forms of information gathering from time to time to ascertain the community's views on a particular issue.

**Fora:** The City of Durham Parish Council will organise a Forum for all properly-constituted community and residents associations within the parish area, to meet on a regular basis to discuss matters of mutual interest. Recommendations and minutes from meetings of the Forum will be submitted to the council and, where relevant, its committees.

**Specific Projects:** The City of Durham Parish Council will undertake specific projects for the benefit of the community and will, where appropriate, seek the views of the local community on such projects.

## **OPPORTUNITIES FOR FORMAL REPRESENTATIONS TO THE COUNCIL**

Representations to the City of Durham Parish Council or one of its committees will normally be considered at the next meeting of the relevant Committee and/or Full Council and may be made in writing or in person subject to agreement with the Clerk and Chair of the City of Durham Parish Council. Representations in person are governed by the procedures laid down in Standing Orders.

If, however, they require the provision of information only, then the Clerk will provide it in accordance with the Council's publication scheme. The Parish Council has a Complaints Procedure for handling complaints, which is available from the Clerk, published on the website and reviewed annually. The publication of agendas on the Parish Council's website gives parishioners the opportunity to make

representation to the Council before agenda items are discussed. All formal representations received are responded to in writing.

### **INVOLVEMENT IN PARTNERSHIPS**

The City of Durham Parish Council is committed to partnership working where it is clear that it will be of benefit to the Parish or to fulfil its statutory requirements.

### **ROLE OF COUNCIL MEMBERS AND OFFICERS IN CONSULTATION AND COMMUNITY ENGAGEMENT**

Parish Councillors are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process.

City of Durham Parish Councillors are very accessible:

- Their details are published on notice boards, on the website and in the annual report to parishioners.
- They are available to talk to parishioners during the public session prior to each Full Council and at the Annual meeting of electors.
- In a private capacity, they may belong to many other local clubs, societies and organisations, where they may, if they so wish promote the work of the Parish Council and be available to parishioners.

<b>DECISION REQUIRED</b>	For Members to agree to the adoption of a Community Engagement Policy
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## **ITEM 10: CITY OF DURHAM PARISH COUNCIL STAFF APPRAISAL POLICY**

The City of Durham Parish Council is committed to enhancing individual performance and potential and will provide the necessary feedback, support, and arrange training to ensure that high standards of performance are maintained throughout the organisation. Appraisal meetings are an opportunity for people to seek and receive high quality, responsive and balanced feedback on their work performance. It is also an opportunity to identify and plan for future individual learning and development needs. The key to staff appraisal meetings is that there should be no surprises. This is because staff appraisals must not exist in isolation but should be part of an ongoing process in which both the Council and the Clerk have a shared responsibility. An appraisal is a formal event happening each year, but there should be several regular, informal conversations between members of the Personnel Committee and employee in the interim.

Appraisals will be conducted annually. Where it is known that an employee is due to commence a long period of absence, e.g. sickness, maternity leave, this will be factored into the objective timescales and where appropriate, an appraisal will be held before the absence starts. Where a member of staff misses a scheduled appraisal meeting due to sickness absence, these will be rearranged to take place following their return.

The date and procedures for the annual appraisal should be agreed by the Personnel Committee. The Clerk's appraisal will be held between the Clerk, the Chair of the Parish Council's Personnel Committee and up to two other Councillors agreed for this purpose by the Personnel Committee; the councillors do not necessarily have to be members of the Personnel Committee. The lead appraiser is responsible for scheduling a mutually agreed appraisal interview date and time. Where an appraisal must unavoidably be conducted remotely appraisals will be carried out using appropriate technology. Where, more usually, face to face meetings take place they will be in a venue agreed by all parties. Employees should be given adequate notice of appraisal interviews. A Self-assessment form will be completed by an employee before their interview to help them detail what they think have been their strong and weak points; what they see as barriers to effective performance; their plans for the coming year and their development and training needs.

Preparation for the appraiser(s) will include ensuring that they are clear about what is included in the Clerk's job description and any previous appraisals completed. They will also be aware of any training the staff member has completed since the last appraisal, and any grievances or disciplinary action taken. The self-assessment appraisal form will be used as a checklist when making their own preparations. [They will also invite comment and feedback from all Councillors.]

Preparation for the appraisee will include completing the self-assessment form, preparing relevant information or gather supporting evidence, prior to the meeting, to illustrate how objectives have been met. The appraisee will also consider their overall performance, challenges, areas for improvement, objectives for the coming year as well as short and long-term personal goals.

The interview should be free from interruptions. Key points of the appraisal will include

- Review: previous objectives and discuss individual's actual performance.
- Explore: what factors affected individual performance examining both internal and external constraints and issues.
- Agree: future SMART (Specific, Measurable, Achievable, Realistic and Time-bound) performance objectives and identify any support and development plans.
- Plan: identify training and development needs and plan for implementation including costs and timescales.

The appraisers will initially ask the staff member to go through the self-assessment form to:

- Encourage the employee to discuss his or her strengths.
- Discuss, where appropriate, how far agreed objectives have been met.

From this and the ongoing appraisal meeting the appraisers and the staff member will:

- Agree future objectives
- Discuss any development needs appropriate to the existing job or the individual's future in the organisation, for example training.
- Summarise the plans that are agreed.

After the interview, the Lead appraiser will write up a summary of the main points from the meeting and any objectives agreed using the Appraisal Form.

The form will be submitted to Personnel Committee in confidence for consideration of recommending relevant actions indicated by the form. If the appraisal scheme is to have credibility, it is essential that the Personnel Committee follows up any points arising from the interview and recommends to the council any agreed actions. The appraisee also needs to ensure that they communicate regularly with the Personnel Committee updating them on agreed targets and objectives. The implementation or otherwise of agreed actions recommended for approval to the council should form part of the next appraisal.

The aim will be to end the meeting on a positive note.

Employees may use the Grievance Procedure in the event of problems over the accuracy or the fairness of the appraisal record or meeting or implementation of agreed actions, in which case the manager hearing any grievance will need to have sight of the appraisal.

<b>DECISION REQUIRED</b>	For Members to agree to the adoption of a Staff Appraisal Policy
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## **ITEM 11: TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S CLIMATE LEAD**

In February 2022, the Parish Council agreed to appoint Councillor R Friederichsen as its first Climate Lead. This was again agreed at the Full Council meeting in May 2022 and the following Terms of Reference for this position were also established.

Members are reminded that this role and these Terms of Reference must be reviewed on an annual basis at the Council's annual meeting of the Council.

### **Climate Lead Terms of Reference**

#### **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.

<b>DECISIONS REQUIRED</b>	<p>1) For Members to agree the Terms of Reference for the Climate Lead role.</p> <p>2) If 1) is agreed, for the Council to appoint a Climate Lead from within its Membership for this year of the Parish Council.</p>
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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 City Safety Group, 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.

<b>Local organisation/ body</b>	<b>City of Durham Parish Council representative</b>
Community Engagement Task Force	Robert Hanson and Victoria Ashfield
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
PBSA Liaison Group	Esther Ashby and Govind Nair
Durham Access Group	Liz Brown
CDALC Larger Councils Forum	Esther Ashby, Adam Shanley and Richard Ormerod
City Safety Group	Adam Shanley
Durham BID board	Adam Shanley
Durham AAP Board	Susan Walker

<b>DECISIONS REQUIRED</b>	<p>1) For Members to agree which of these local organisations they wish for the Parish Council to remain represented on.</p> <p>2) With 1) being agreed, for Members to agree who the Parish Council representatives should be on these organisations.</p>
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### **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 five Committees as well as Full Council. 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 and Licensing 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.

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.

In all cases, the maximum number of Members per Committee is set out within the Terms of Reference for each Committee and is included in the grid below.

<b>Planning and Licensing Committee (7 Members)</b> Grenville Holland (Chair) Susan Walker (Vice-Chair) Victoria Ashfield Carole Lattin Richard Ormerod Esther Ashby Nicola Brown	<b>Environment Committee (6 Members)</b> Carole Lattin (Chair) Victoria Ashfield (Vice-Chair) David Freeman Liz Brown Susan Walker Rupert Friederichsen
<b>Personnel Committee (5 Members)</b> Alan Doig (Chair) Elizabeth Scott (Vice-Chair) Govind Nair Victoria Ashfield Grenville Holland	<b>Business Committee (6 Members)</b> Richard Ormerod (Chair) David Freeman (Vice-Chair) Nicola Brown Grenville Holland Esther Ashby Victoria Ashfield
<b>Finance Committee (6 Members)</b> Alan Doig (Chair) David Freeman (Vice-Chair) Robert Hanson Victoria Ashfield Helen Weston Liz Brown	

<b>DECISION REQUIRED</b>	For Members to agree the membership of each Committee for this year of the Parish Council
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