

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of the Meeting of the City of Durham Full Parish Council held on Thursday 27<sup>th</sup> June 2019 at 19:00 in the Lantern Room of Durham Town Hall, Market Place, Durham. DH1 3NJ.**

**Present:** Councillors E Scott (Chair), E Ashby, J Ashby, J Atkinson, L Brown, S Cahill, R Cornwell, A Doig, J Elmer, D Freeman, G Holland and R Ormerod.

**Also present:** Parish Clerk Adam Shanley and Mr Arthur Lockyear MBE.

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

Apologies were received from Councillors Ashfield, Reeves and Ross.

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

The Clerk declared an interest in items 3, 11 and 12.

## **3. PRESENTATION BY ARTHUR LOCKYEAR MBE ON REMEMBRANCE SUNDAY 2019 EVENT IN DURHAM CITY.**

The Chair welcomed Mr Arthur Lockyear MBE who attended the meeting to discuss the Remembrance Sunday event in Durham City.

Mr Lockyear presented to the Council as follows:

"Madam Chair, Councilors of the City of Durham, firstly may I thank you for allowing me the privilege of speaking to you this evening about the Durham City Remembrance parade, and my part in the organization of it.

Having commenced my career as a fire fighter in Sunderland in 1976 I committed 30 years of my service to supporting that city's Remembrance parade, and from 1995 until 2012 I was actively involved in organizing that event. With the support of my late partner I brought that parade from a state of decline in the mid-1990's to a nationally and internationally acknowledged occasion. This work reached a high point with the presence of Their Royal Highnesses the Earl and Countess of Wessex in 2005.

In organizing this Royal event I worked closely with the Lieutenancy, the city council, Northumbria Police and the ex-services' organizations, and was the central figure in briefing Their Royal Highnesses' personal protection officer from the Metropolitan Police.

I also organized similar events for South Tyneside Metropolitan Borough Council marking anniversaries of the death of John Simpson Kirkpatrick at Gallipoli. Armistice Day and Armed Forces' Day ceremonies at County Hall, Morpeth for Northumberland County Council.

VJ Day commemorations for the Far East Prisoners of War, and Burma Star veterans in Sunderland. My work for the Sunderland Remembrance parade resulted in the

following marks of recognition: a Commendation from the High Sheriff of Tyne and Wear, a vote of thanks in the full council of the city of Sunderland, invitations to the biennial service of Remembrance of the Victoria Cross and George Cross Association. My appointment in the Queen's New Year's Honours' List 2010 as a Member of the Order of the British Empire.

Since 2014 I have been involved in the organization of the Durham City Remembrance parade and the Durham Cathedral Festival of Remembrance.

I would like to show footage of the 2013 Durham parade and last year's event which I hope will illustrate the difference my intervention has made.

- *At this point in the meeting Mr Lockyear showed footage of two parades (one from 2013, the other from 2018) to the meeting. -*

I hope that the Parish Council might support my efforts for this great Civic occasion and work with me to realize its great potential for the city, and for the ethos of Remembrance.

The Chair thanked Mr Lockyear for attending the meeting and for his presentation. Cllr G Holland commented he had attended all but one of these parades in the last 35 years and thanked Mr Lockyear for his involvement and his major contribution to their recent success.

Mr Lockyear again thanked Councillors for their time and left the meeting.

#### **4. PUBLIC PARTICIPATION.**

None received.

#### **5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 23rd MAY**

The Minutes of the meeting held on 23<sup>rd</sup> May 2019 were unanimously agreed as a true and accurate record of proceedings.

Cllr E Ashby asked that the Council perhaps consider renaming the "Business Regeneration" Committee to the "Business Engagement" Committee as this seemed to better reflect the function of this Committee. The Chair advised that this would be discussed at the first meeting of this newly formed Committee.

#### **6. COMMITTEE UPDATES**

##### **• Planning Committee**

Cllr R Cornwell presented the Minutes of the Planning Committee meetings held on 10 May, 24 May and 7 June. No questions on the Minutes were raised by Councillors.

Cllr R Cornwell advised that the next item was to discuss the update on the County Council Headquarters move, however as some aspects of this had an impact of a commercially sensitive nature, Cllr R Cornwell proposed a motion to have this moved to closed session, this was seconded by Cllr L Brown and unanimously agreed by the Council.

### **- HMO investigation project**

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

Cllr R Cornwell advised that he and the Clerk, together with Councillors Doig and J Ashby had met with the PHD student who has agreed to carry out this investigation on behalf of the Parish Council using a variety of data sources. Cllr R Cornwell advised that it had been agreed that this PDH student is to test the percentages of HMO properties in an area as derived by Durham County Council for planning officers to use in applying the Interim Policy on Student Accommodation. Cllr R Cornwell advised that the percentages quoted in planning officers' reports have been challenged from a number of quarters as being significantly deficient, largely for being lower than the reality from local knowledge of residents in the particular area.

Cllr R Cornwell reminded everyone that the Clerk had written to all Members to request that Standing orders be suspended due to the urgency of the task and the PHD student be appointed on a fixed term basis at a fee of no more than £1,200.00 to carry out the investigation into historic planning applications involving HMOs in the City of Durham Parish area. The Clerk reminded Members that this information is needed urgently as an evidence base for assessing representations on Policies D2 and D3 of the Regulation 14 Consultation Draft Durham City Neighbourhood Plan (DCNP).

Members unanimously **agreed** to ratify the decision taken as per correspondence on 11th June from the Clerk to suspend Standing Orders to approve the expenditure as set out in the report provided and approved the appointment of the PHD student to carry out this work on a fixed term basis.

### **- Recommendation to contract the services of an ecologist to investigate otter activity at the Sands.**

Cllr R Cornwell advised that the Parish Council Planning Committee had received advice from the Parish Council's chosen ecologist that there is evidence of otter by the site of the proposed new County Headquarters at the Sands. Otter are a fully protected species under the Conservation of Habitats and Species Regulations 2017 and Wildlife and Countryside Act 1981 (as amended).

Cllr R Cornwell also advised that a local otter specialist has recommended that the Parish Council engage the advice of an ecologist who specialises in the otter species to test whether holts were present at the site of the proposed new HQ site.

Cllr R Cornwell presented the recommendation to Full Council that Members agree to further engage the services of the same ecologist who carried out the initial assessment of the area and to request that he carry out an otter assessment as set out in the report. Councillors unanimously **agreed** this recommendation.

### **• Environment Committee**

Cllr J Elmer presented the Minutes of the Parish Council Environment Committee meetings held on 1 May and 21 May. No questions on the Minutes were raised by Councillors.

Cllr J Elmer proceeded to the recommendation on cigarette butt campaign in Durham City centre.

Cllr J Elmer advised that the project to clear the city centre of cigarette-related litter was an important priority of the Environment Committee. Cllr J Elmer advised that this was particularly important to be proactive about the issue given the appointment of the new Neighbourhood Warden for the Durham City area, as funded by the Parish Council, who would be issuing Fixed Penalty Notices (FPNs) for littering and this included cigarette butts.

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

Members unanimously **agreed** to the Environment Committee designing and purchasing these pocket ashtrays up to a maximum of 5,000 units and on the proviso that sponsorship may be sought for the purchase of these ashtrays.

Members **agreed** that Company B should carry out the works as set out in the report.

#### • **Licensing Committee**

Cllr L Brown presented the Minutes of the Parish Council Licensing Committee meeting held on 31<sup>st</sup> May. No questions on the Minutes were raised by Councillors.

Cllr L Brown proceeded to the recommendation on the Licensing training conference for Councillors and local residents.

Cllr L Brown advised that feedback had been received at the Annual Parish meeting that residents would like to learn more about licensing. Cllr L Brown advised that this is a significant issue for the City of Durham Parish area as the area takes in the City centre.

The Clerk advised that he had already approached a potential training provider for the event – a barrister and author specialising in licensing policy and legislation and he felt this would be a fantastic idea.

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

Members unanimously **agreed** to the proposal of hosting a Licensing training Conference as set out in the report provided.

Members also unanimously **agreed** to allocating the budget of up to a maximum of £1,000 for this event and to delegate authority for the organisation and spend required for this event to the Clerk and to the Chair of the Licensing Committee.

#### • **Finance Committee**

Cllr A Doig presented the Minutes of the Parish Council Finance Committee meeting held on 23<sup>rd</sup> April. No questions on the Minutes were raised by Councillors. Cllr A Doig advised that the matter of the grant funding would be dealt with under a separate item according to the Agenda.

#### • **Personnel Committee**

Cllr E Scott presented the draft Minutes of the Parish Council Personnel Committee meeting held on 11<sup>th</sup> June. No questions on the Minutes were raised by Councillors. Cllr E Scott advised that the matter of the Clerk's probation and contract would be dealt with under a separate item according to the Agenda.

## 7. CHAIR'S UPDATE

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

The Chair thanked the Clerk for his speedy work in issuing a press release following the decision by the High Court not to grant the Parish Council leave for a Judicial Review into the proposed new County Council Headquarters on the Sands.

The Chair advised that a consultation had begun into the Durham History Centre and she proposed that Members make their views known to the Clerk who would draft a response to the plans for formal Parish Council agreement at the next Full Council meeting in July.

The Chair remarked that the newly-installed umbrellas at Prince Bishop's shopping centre were a welcome public art addition to the city centre in recognition of June being Pride month. The Chair advised that the installation had created a lot of attention on social media.

The Chair also made Councillors aware that the National Association of Local Councils (NALC) is at present lobbying Government to scrap the Charter Trustees. The Chair advised that it is important to be aware of this in Durham as the Charter Trustees for Durham City were one of only a few remaining in the whole of England.

Cllr G Holland welcomed the work of NALC on this and advised that the Charter Trustees were only established as a temporary measure.

## 8. PARISH COUNCIL STRATEGY 2019/20

The Clerk reminded Members that the draft Parish Council Strategy for 2019/20 had been presented at the Annual Parish meeting and good feedback had been received on the Council's priorities.

One additional recommendation had been received however from two members of public that the Parish Council do more for housing for those over the age of 55. As a result, the following para had been added to the draft Parish Council strategy:

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

Members unanimously **agreed** to formally adopt the Parish Council Strategy 2019/20, with the addition of the para relating to housing needs for the future, as set out in the report.

## 9. ALLOCATION OF SMALL GRANTS FOR 2019/20

Members unanimously agreed the allocation of small grants for 2019/20 as follows:

Organisation	Project description	Amount requested	Amount agreed by Full Council
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WRRAG	To fund an art project festival involving primary school children from the City of Durham Parish. There will be an exhibition and award ceremony at Bearpark club on 27th October 2019. The festival is being used to highlight the damage a western relief road would do to the Environment. The art will form an exhibition of 72 professionally mounted items as a centrally important component of the festival.	£250	£0. The Council felt that the purposes of the grant would be a political one and therefore felt that this could not be supported, though Members agreed with the cause.
St Cuthberts Hospice	The creation of a new water feature, the repair of the Victorian Greenhouse and the introduction of more colour into the garden to enhance the physical environment of the Hospice gardens.	£1,500	£1,500
Durham Samaritans	To cover the refurbishment costs of the face to face walk-in room.	£1,500	£1,500
Durham Hospital Radio	Contribution towards running costs - licenses, insurance, internet, repairs and replacement of equipment. Currently planning to extend service to waiting areas.	£2,000	£2,000
OASES	Planting Up Neville's Cross aims to make Neville's Cross a greener and more colourful neighbourhood through community planting of trees, bulbs and flowers. The project will work with local schools	£2,500	£1,700 – the Council agreed that this be on the condition that, prior to any transfer of funds, the 3 local residents' associations within the target area for the activity provide written confirmation as to the types and location of the works being carried out.
Friends of St. Margaret	Surveying and mapping the baseline situation, of existing vegetation, habitats, and burial sites is a critical first step in planning how to improve the area for wildlife and people. We hope to commission an ecologist to map the habitats, record species and recommend management actions, and the grant would contribute towards this work, which needs to be completed before mid-July. A copy of a proposal for the survey, from Durham Wildlife Services, is attached. A portion of the grant would also help fund purchase of garden tools for use by volunteer work parties, and/or to buy bird boxes.	£1,200	£170. The Council felt that this amount could be used towards the payment of bird boxes as stated in the application form. The Council would welcome any further application next year which sought funding for recurrent or on-going activities

Fybro haven	To enable us to put on taster sessions on thai chi, mindfulness and crafting.	£500	£0. The Council felt that not all of the requested funds would go towards the Parish area. The Council would welcome any further application next year which sought funding for activities for residents of the parish or undertaken within the location of the Parish.
Durham Youth project	Hall hire for 42 weeks - we would like to run a "drop in" session as on detached in Durham we have built relationships with young people coming into the city from local villages. From past experience we know having an indoor venue is beneficial as well as meeting them on the streets as it provides a safe environment and informal education can be given.	£1,200	£1,200
Alington House	To fund a tutor for 46 weeks for the group Healthy Lifestyles for Women.	£690	£690
Great North East Air Ambulance	To fund the replacement of the crash kelly training manikins to help train different scenarios daily.	£3,000	£0. The Council felt that this application was contrary to the grant policy which states that medical research, treatment or equipment would not be funded. The Council would welcome any further application next year which sought funding for activities that clearly fell within the guidelines laid out in the policy.
City of Sanctuary	To fund volunteer training	£500	£500
Sanctuary 21	The Durham Winter Night Shelter is a Christian initiative that seeks to answer the Christian call to social justice and care for the vulnerable in society. It is a project that aims to provide emergency winter accommodation for the homeless population of Durham City. It will have capacity to provide emergency overnight shelter for 15 guests in the worst winter months. Each guest will be accepted regardless of individual life choices, sexuality, gender or religious	£4,200	£3,500

	affiliation. The Shelter will be a safe space in which each guest can get a good night's sleep, food and access to vital services that will help them start on the road towards permanent housing. We will also aim to provide guests with the ability to tackle the causes of destitution. This will be done with the Salvation Army and the engagement of outside drug and alcohol, housing and welfare services.		
Gilesgate Scouts group	To replace our aging camping equipment. One small 4.5m x4.5m mess tent to use as a kitchen on camps and three 5m x 5m bell tents with canopies. These will replace our old 6-man tents and will provide better integration and social space for our Beavers, Cubs, Scouts and Explorers.	£1,610	£1,610
Blind Life in Durham	Contributing towards volunteer transport costs and venue hire at North Road Methodist Church. This group aims to promote the welfare, independence and quality of life of those who are visually impaired in County Durham.	£630	£630
Total		£21,280	£15,000

## 10. PARISH COUNCIL TRAINING BUDGET

The Chair asked that Councillors consider a proposal that the Parish Council adopt a training budget to support the work of both the Clerk and Parish Councillors. At present, there is a need for Councillors sitting on Committees such as planning and licensing to undergo some form of training to ensure that responses are made in accordance with legislation and policy. The Chair also advised that the Clerk is also intending on completing his CiLCA examinations in the near future.

The Chair advised that she felt that training for both the Clerk and Councillors will help deliver the highest level of service to local residents. Training will allow Councillors to partake more effectively specifically in areas that they are individually responsible for. The Chair advised that, to support this, a training budget had been discussed and endorsed by the Parish Council Finance Committee at its recent meeting in June. A budget of £3,000 is proposed as a training budget to support the work of the Clerk and Parish Councillors.

Members unanimously **agreed** to allocating a budget of £3,000 towards training for both the Clerk and Councillors, with delegated authority of this budget sitting with the Clerk and the Chair of the Parish Council.

## 11. REPORT ON REMEMBRANCE SUNDAY EVENT IN DURHAM CITY

The Chair asked Members to consider a proposal that the Parish Council take over civic ownership of the Remembrance Sunday event in the Durham City centre.

Cllr E Ashby asked what budget would need to be allocated to this. The Clerk advised that £3,000 was allocated in this year's budget for an Armed Forces Day event. The Chair proposed that this fund be used to cover the costs of this event should Councillors approve the proposal.

Cllr L Brown asked what this would mean in terms of workload for the Parish Clerk. The Clerk advised that whilst Mr Lockyear would be managing the day to day operations of the event, the administrative organisation of the event would fall to the Parish Council. The Clerk advised that there would be a need to go through the Safety Advisory Group as the event organiser and this will mean that the event is covered by the Parish Council's own Public Liability Insurance. The Parish Council would carry out the necessary risk assessments, would need to apply for the right to occupy palace green and the marketplace and would also need to apply for the road closures and pay for the traffic management company etc.

On the civic side, the Parish Council would simply be part of the parade and the Chair would lay a wreath. It is also likely that the Parish Council could sponsor some aspect of the event.

Members unanimously agreed that Parish Council should take over civic ownership of the Remembrance Sunday event.

Members also agreed to allocate £3,000 of funding as outlined in the above report to the event, which could cover the cost of sponsoring some aspect of the day.

## **12. REPORT FROM PERSONNEL COMMITTEE ON CLERK'S PROBATION AND CONTRACT.**

*- At this point in the meeting the Clerk left the room -*

Members unanimously agreed that the Clerk had successfully passed his probation. Members also unanimously agreed that the Clerk should be contracted at Full-time hours starting from July 2019.

The Clerk thanked all Members for their support since he began his role on the Parish Council and advised that he looked forward to working with all Members going forwards.

## **13. APPOINTMENT OF REPRESENTATIVES ON LOCAL ORGANISATIONS**

The appointment of Parish Council representatives on local organisations was agreed as follows:

<b>Local organisation/ body</b>	<b>City of Durham Parish Council representative</b>	<b>Status</b>
Community Engagement task Force	Alan Doig and John Ashby	Decided - May 2019
Community Engagement task Force sub group - Economic	Esther Ashby	Decided - May 2019
Community Engagement task Force sub group - Culture	Carole Reeves	Decided - May 2019

Community Engagement task Force sub group - Citizenship	Victoria Ashfield	Decided - May 2019
Community Engagement task Force sub group - Lived Environment	John Ashby	Decided - May 2019
Community Engagement task Force sub group - Durham for All	Judith Atkinson	Decided - May 2019
Durham Access group	Liz Brown	Decided - May 2019
CDALC Larger Councils Forum	Richard Ormerod and Esther Ashby	Decided - June 2019
CDALC In-Durham group	David Freeman and Alan Doig	Decided - June 2019

It was also agreed that Cllr E Ashby should become the official Parish Council representative for the PBSA group of the University which she attends at present as a private individual.

It was agreed that the Parish Council should have no official representative on either the Shakespeare Hall management committee or the Assembly Rooms Theatre working group. Cllr E Ashby advised that she would continue her own involvement with the Shakespeare Hall as a private individual and the Clerk advised that he would write to the Assembly Rooms Theatre working group to advise that the Parish Council would not be having an official Parish Council representative at this group any longer.

#### **14. REPORTS BY PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS.**

- (i) Durham University Community Engagement Task Force

Cllr J Ashby provided a report to Full Council following a recent meeting of the Durham University Community Engagement Task Force as follows:

***"1. Cllr Alan Doig and I attended as Parish Council representatives at the Task Force meeting held on 24 May 2019; Cllr David Freeman attended as Durham County Council representative.***

***2. The new Chair introduced herself - Professor Claire O'Malley, Pro-Vice Chancellor (Global). Her primary role in the University is: "strategic leadership and implementation of the University's international agenda. She oversees the development of the International Study Centre at Queen's Campus, Stockton-on-Tees; the development of strategic teaching and research partnerships with international peer institutions; the establishment of a Durham University presence in key global cities; work to increase research, study and work abroad opportunities for Durham undergraduates, postgraduates and research staff; and work to increase the percentage of students from outside the UK studying at Durham to around 35% by 2027. She is also responsible for the University's Marketing and Communications Office." It would seem that the final sentence explains why she has been asked to Chair the University Community Engagement Task Force.***

**3. The University's Director of Estates, David Loudon, presented an update on the Estates Masterplan. This confirmed that the overall scale and pace of the University's planned developments over the period to 2026/27 continues as previously announced, despite the public's concerns and indeed the reason for the establishment of the Community Engagement Task Force. We expressed the need for the new Chair to understand just how controversial and unwelcome the present Strategy and Masterplan have proved to be, and we suggested that the presentation should be made to a future meeting of the Parish Council.**

**4. Reports were given for each of the five Sub-Groups:**

**Economic: local procurement is the main topic so far.**

**Culture: nothing of note.**

**Citizenship: Non-Academic Code of Conduct is welcome.**

**Lived Environment: DSU have prepared an excellent report on housing issues. I am pursuing the data on HMOs and PBSAs and advised the meeting about the Parish Council's project on HMOs, hopefully leading to a Service Level Agreement with the University.**

**Durham for All: main item was the community fun day on Palace Green.**

**5. The President of DSU, George Walker, announced the production of a Community Strategy which will be circulated to groups in the city and to the Durham Area Action Partnership."**

*Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room*

**- Update on Durham County Council Headquarters move.**

The Chair reminded Members that notification had been received from the High Court that the Parish Council had not been granted leave for a judicial review into the decision on the new County Council Headquarters at the Sands.

Members unanimously agreed to continue their opposition to the plans but not to submit a renewal application for a judicial review. Members agreed many aspects of the plans continued to cause considerable concern.

Members unanimously noted their thanks to all those who had worked incredibly hard in seeking donations for the judicial review through the CrowdJustice website.

It was agreed that a press release should also go out to advise the public of this decision.

There being on further business, the Chair thanked everyone for their attendance and closed the meeting.

Signed,

Chair of City of Durham Parish Council.  
25 July 2019