

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of the Meeting of the City of Durham Full Parish Council held on Thursday 25<sup>th</sup> July 2019 at 19:00 in the Main Hall of Durham Town Hall, Market Place, Durham. DH1 3NJ.**

**Present:** Councillors A Doig (Chair), E Ashby, J Ashby, L Brown, S Cahill, R Cornwell, D Freeman, G Holland, R Ormerod, C Reeves and M Ross.

**Also present:** Parish Clerk Adam Shanley, Anna Lawson, Hannah Shepherd and Laura Logan (Durham University) and Audrey Christie (County Durham Association of Local Councils).

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

Apologies were received from Cllrs Scott, Atkinson, Ashfield and Elmer.

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

Both Councillors L Brown and D Freeman declared an interest in item 17 on the Agenda.

## **3. PRESENTATION BY ANNA LAWSON ON THE WORK OF DR FENWICK LAWSON**

The Chair welcomed Anna Lawson to the meeting. The Chair advised that Anna was attending in order to discuss the works of her father Dr Fenwick Lawson. Anna began by thanking Members of the Parish Council for the opportunity to talk to them today about her father's work.

Anna provided a brief history of how her father's background and it was that he became a sculptor. Anna advised that it was thanks to the people of Durham that her father was able to go to college and train and as a result her father has a real affection for Durham, as do her entire family.

Anna talked about a number of the sculptures her father has worked on over many years, with two now housed in the Vatican City and others based in Durham. Anna advised that Durham University would be given a number of her father's pieces and would be exhibiting these.

Anna also provided details of a project the Trust dedicated to her father is currently working on – a plaque to provide details of the well-known sculpture in Durham City – "The Journey". Anna advised that she was keen to renew the plaque currently on the side of the library wall further to the right as the current plaque is in the camera shot from the side of the sculpture. Anna advised that she had been in discussions with the Trust about different design types for a new plaque which illustrated the Journey of St Cuthbert and was also designed to be sympathetic to the colour and design of the sculpture itself. Anna also advised that she hoped that the plaque would be designed with wheelchair users in mind too so that the information is accessible to all.

Anna advised that she was keen to promote the work of her father and any help which the Parish Council may wish to provide in that regard would be greatly appreciated. The Chair thanked Anna for her presentation and opened the floor for questions. Cllr E Ashby asked how the plaque was being funded. Anna advised that this would be funded through the Trust which had a significant amount of funds for this project.

Cllr J Ashby advised that we should all be proud to have someone such as Dr Lawson in Durham and asked whether a document had ever been created to highlight his work. Anna advised that she had a lot of information about her father's work over the years and had begun to draft a trail for the works in Durham.

The Chair thanked Anna for her time and for coming to speak with the Parish Council. At this point, Anna again thanked the Parish Council and left the meeting.

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

The Chair welcomed all members of the public who in turn introduced themselves to Councillors. No representations were received on any of the Agenda items under discussion at this meeting.

#### **5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 27<sup>TH</sup> JUNE**

The Minutes of the meeting held on 27<sup>th</sup> June were agreed as a true and accurate record of proceedings.

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

##### **Planning Committee**

Cllr R Cornwell presented the minutes from the meeting held on the 21 June and invited any questions from Members. No questions were raised by Members.

Cllr R Cornwell then provided a verbal update on the Durham County Council Headquarters move. Cllr R Cornwell advised that the coach park land was still common land and reminded Councillors that the Parish Council had submitted an objection to the invitation for initial comments to the County Council when they proposed the land's de-registration and offered a suggested alternative plot of land as its replacement as common land. Cllr R Cornwell also advised that the Open Spaces Society and the Freeman had also submitted an objection to the initial proposals. Cllr R Cornwell advised that at present we are still waiting to hear when the formal consultation on this would begin.

Cllr R Cornwell also expressed concern that a date in August is being suggested as the closure date for the Sands car park. Cllr R Cornwell advised that this would mean this happening before the multi-storey car park is built and an alternative option for the Market Traders is in place.

Cllr R Cornwell also provided an update on the Parish Council's ongoing HMO investigation project. Cllr R Cornwell advised that the Parish Council's chosen researcher had now completed their investigation and the report is in front of Councillors this evening. Cllr R Cornwell advised that what the report illustrated was that percentages on HMO levels provided by the County Council is accurate in certain areas but not in others. It was **agreed** that this report should be considered at a future Planning Committee meeting and a formal recommendation on next steps be provided to Full Council in September.

Cllr R Cornwell also updated the meeting that the Parish Council had now heard back from the Programme Officer in relation to the Examination in Public for the County Durham Local Plan and needed to submit by 9<sup>th</sup> August a list of the hearings the Parish Council may wish to speak at.

Cllr R Cornwell also advised that he had been made aware that not every individual or organisation who had responded to the consultation on the Plan had heard from the

Programme Officer. The Clerk advised that he would highlight this to the Programme Officer.

### **Environment Committee**

In the absence of both the Chair and the Vice-Chair of the Environment Committee, the Clerk presented the minutes from the meeting held on the 18<sup>th</sup> June and invited any questions from Members. No questions were raised by Members.

### **Licensing Committee**

Cllr L Brown presented the minutes from the meeting held on 28 June and invited any questions from Members. No questions were raised by Members. Cllr L Brown also updated the meeting that the Committee had noted the application submitted by the Holy Grail, with the proviso that the Clerk write to the Licensing team stressing that numbers in the premises should be limited to a maximum of 50 patrons and that Challenge 25 be rigorously enforced by the premises' staff.

## **7. CHAIR'S UPDATE**

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 27 June.

The Chair advised that the funds had been paid to the majority of organisations to whom the Parish Council had agreed to provide grant funding. The Chair advised that photos had been taken with a number of the organisations and a press release would soon be following.

The Chair also reported that a consultation on Vision 2035 is currently underway and, in view of the timescales to respond to this, Members should contact the Clerk with their views on this so he could formulate a response on behalf of the Parish Council. Cllr L Brown advised that she felt that this consultation had not been adequately advertised by the County Council.

The Clerk also reported that the Chair of the Parish Council Cllr E Scott had requested that he arrange an anti-social behaviour conference and invite all of the key stakeholders to this. This would be arranged for the end of October and all Parish Councillors would be involved in this. The intention of the Conference is to develop a multi-agency approach to tackling anti-social behaviour in Durham City.

## **8. PROPOSAL TO BECOME A SPONSOR OF DURHAM LUMIERE 2019**

The Chair reported that Artichoke (the company which organises Durham Lumiere) had invited the City of Durham Parish Council to become an Installation sponsor of Lumiere Durham 2019. The request being for the financing of the Fusion Walkergate art piece at a cost of £3,000.

Cllr E Ashby advised that she would welcome a proposal for a future Lumiere event but was not in favour of providing sponsorship to the event this year.

Cllr G Holland also remarked that he felt that the funds would be better spent going towards the Remembrance Sunday event.

Cllr S Cahill advised that he felt that the current proposal left no scope to develop the Parish Council's own identity to the event.

It was unanimously **agreed** not to become a sponsor of Durham Lumiere 2019.

## **9. UPDATE ON REMEMBRANCE SUNDAY PLANNING**

Cllr G Holland reminded Members that, at the last Full Council meeting, the City of Durham Parish Council agreed to take over civic ownership of the Remembrance Sunday event in Durham City.

Cllr G Holland reported that the Parish Clerk is seeking permission from the University for the temporary occupation of Palace Green and from the City Centre Manager for the temporary occupation of the Marketplace. Both are aware of the event taking place this year as usual and this is a formality. The Clerk is also checking with the City Centre Manager on how the event will impact on preparations for Lumiere Durham 2019 and whether any planning around these preparations needs to take place.

The Clerk reported that the event will now be covered by the Parish Council's own public liability insurance at an additional charge to the Parish Council of £130 and that he is organising a Risk Assessment in addition to the Police's own security assessment (SECO assessment) for the event.

The Clerk reported that he is also organising traffic management support for this as well as arranging the Hostile Vehicles Mitigation (HVM) measures. Dave Lewin, DCC Highways officer has already confirmed that the Parish Council could organise this through the County Council as they have a preferred supplier for this.

The Clerk also reported that he would be letting local traders in the affected area know about the plans for the event.

Cllr G Holland reported that the order of service within the Cathedral would be managed entirely by the Clergy of the Cathedral and the Parish Council would not have any involvement with this but the seating of the Parish Councillors will be arranged with the Cathedral.

Councillor Grenville Holland also reported that he had also been supporting Arthur Lockyear with the sponsorship of the event and has been in contact with all the local banks and it was hoped that they will be able to sponsor the 4 bands at £300 each.

#### **10. DCC MARKET TRADER PERMIT ONLY PARKING CONSULTATION**

The Chair advised that the Parish Council had been invited to respond to a consultation by Durham County Council for the introduction of reserved restricted bays for 'Market Permit Holders Only Saturday 6am-10am'. This is proposed to take effect on the closure of The Sands car park, which is where the current Market vehicles park.

The Chair reminded members that the Market Traders will not be able to access the multi-storey car parks due to their height restrictions and will require a location to park during Market trading days.

The Chair reported that the proposed area for parking is on Providence Row by the Sands Flats. The traders will be issued with a Permit which will explain that they still require to pay and display. The 10 restricted bays will not be accessible during the Saturday morning timings to non – market traders who do not possess a valid permit.

The Clerk reminded Councillors that the Parish Council did object to the proposals on 26<sup>th</sup> April this year when an initial invitation for comments was made by the County Council. The grounds for objection related to the fact that the proposed parking is only to be in operation on a Saturday when the market takes place throughout the week, the proposed new parking permit area is 100m further from the market than the current one and the potential loss of residential parking. The Clerk advised that no amendments to the scheme have been put forward in relation to any of these matters.

Cllr E Ashby advised that she felt that the Order was unsatisfactory and that longer-term solutions such as the use of the Durham Sixth Form Centre car park should be explored.

Cllr R Cornwell felt that the Parish Council's original objection should be re-submitted as the concerns originally identified still existed.

It was **agreed** that the Parish Council's original objection be re-submitted with the additional comment that longer-term solutions ought to be explored.

The Clerk agreed to draft this response and circulate for approval.

## **11. RESPONSE TO DURHAM HISTORY CENTRE CONSULTATION**

The Chair reported that the Parish Council had been invited to make comments on the consultation relating to the proposed new history centre at Mount Oswald Manor House.

The Chair reminded Councillors that plans to create a new history centre were approved by the County Council in January 2019 following consultation and, as a result, it is proposed that Durham History Centre will bring into one central location the story of the history and heritage of the county, as told through historic records, photographs and objects. The proposals will bring Mount Oswald Manor House back into use, adding an extension to the existing building. It will also be the new home for the Durham Register Office offering enhanced facilities for weddings and civil ceremonies in a historic setting.

The Clerk advised that he had requested Councillors views on the proposals ahead of the meeting and the following feedback had been submitted:

### **Design of the building**

Members felt that the plans will bring the Mount Oswald Manor House back into a good public use.

Members felt that the design of the extension is very good because from the front it will be semi-transparent and completely different to the Mount Oswald heritage building and therefore minimise any detraction that would be caused by a more solid extension structure.

Members felt that parking in particular would be a big problem at the new centre, especially as the new centre only has two dedicated spaces for disabled car parking, this does not make the centre very accessible to all visitors.

Members would also like to know that the new building will meet a green-standard on carbon emissions.

### **The principle of the plans**

Members felt that the plans to provide an enhanced facility for weddings and civil ceremonies should be applauded

Members also felt that the plans to include the DLI/military collection in the new centre ought to be applauded.

Members felt that the principle of moving the Local History Collection from its present town centre location is not good because it makes it significantly less accessible, especially as the opening hours are going to be reduced at the new location.

Cllr J Ashby also advised that this was not only a place to register marriages but also deaths and he felt that the issues around accessibility of the site may add further

difficulties to those who are potentially grieving and this should also be a factor considered.

It was **agreed** that the Clerk should respond on behalf of the Parish Council with all of the points raised by Members.

## **12. PARISH COUNCIL RISK REGISTER**

The Clerk reminded Members that one of the action points arising from the Annual Internal Audit 2018/19 was the establishment of a risk register for the Parish Council. The Clerk provided copy of a summary of the key risks to the Parish Council achieving successfully its priorities and service objectives. The Clerk advised that the impact of each risk has been classified as either high, medium or low. At the same time, the report also illustrates how likely a risk is to occur and this again is classified as high, medium and low categories. The Clerk advised that it is hoped that these assessments will enable the Parish Council to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

Cllr L Brown thanked the Clerk for such an in-depth piece of work.

It was unanimously **agreed** to adopt the Risk Register for the Parish Council and to review this as appropriate.

## **13. DURHAM UNIVERSITY MASTERPLAN**

Cllr J Ashby reported that the Parish Council had kindly been invited by Durham University's Director of Estates to receive an update on the University's Masterplan. Cllr J Ashby advised that the meeting took place on 4 July 2019 and he and Cllr R Cornwell together with the Clerk attended on behalf of the Parish Council as well as Sue Childs and John Lowe from the Parish Council's Neighbourhood Plan Working Party. The University was represented by David Loudon and Matthew Wright of the Estates Department and by Faith Folley of DPP Consulting.

Cllr J Ashby reported that the meeting had illustrated that the University is committed to fulfilling the scale and pace of growth set out in its Masterplan. A number of concerns had been raised at a consultation event on the Masterplan and in particular the feeling that the City was already imbalanced with over 17,000 students and only 7,000 permanent residents. Cllr J Ashby advised that the Parish Council ought to make representations to the University to request that they provide a full impact assessment of the totality of the Strategy Masterplan and its positive and negative impacts on the host city and County.

It was **agreed** that the Parish Council should request that Durham University provides a full economic, social and environmental impact assessment of the Strategy Masterplan 2016/17 to 2026/27

## **14. SECTION 106 CONSULTATION – DURHAM SIXTH FORM CENTRE**

Councillors were asked to give their views on the application for the proposed use of Section 106 monies by Durham Sixth Form Centre. The intent of the funds is to improve the outdoor space for the Sixth Form Centre.

Cllr D Freeman advised that he had no objection to the proposals in principle, however he felt that, as Durham Sixth Form Centre catered for other parts of the County, that

he would be making representation that the funds for the project be taken from other pots of Section 106 funds and not just those from the Elvet and Gilesgate division.

It was **agreed** to note the application.

### **15. ASSET OF COMMUNITY VALUE NOMINATION – FORMER R.W.D MOTOR BODY REPAIRERS BUILDING**

The Clerk reported that he had received correspondence from the County Council, who had received a nomination from the Friends of Flass Vale to have the Former RWD Motor Body Repairers listed as an Asset of Community Value under the Community Right to Bid legislation brought in under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

The Clerk advised that the County Council has to decide whether or not to list the asset by the 2nd September 2019. The decision as to whether the nominated assets are of community value being taken by the Head of Planning and Assets.

Members considered the proposal and felt that the building itself was not an asset of community value as the building itself had been left derelict.

It was **agreed** to note the application.

### **16. REPORTS FROM REPRESENTATIVES ON LOCAL ORGANISATIONS**

Cllr L Brown provided a report following a recent meeting of the Durham Access for All Group as follows:

*Vane Tempest Hall have consulted regarding a new lift to improve access and the Oriental Museum has improved its disabled access. There is a new disabled toilet on the Riverwalk but the signage isn't brilliant and it doesn't have a radar key. Apparently local shopkeepers will be keeping an eye on it but members are unsure what will happen after hours.*

*Since the Access for All map of Durham was published there have been many changes so there is talk about redrawing it (This map is handed out to tourists at the Sands coach park so is obviously quite important). There was also talk about having the map available elsewhere but apparently DCC won't allow it to be given out at the information point or in Town Hall. Cllr Corrigan is investigating this.*

*History Centre. Parking will be very poor – only two disabled spaces plus a long walk from the park and ride and no bus stop in close proximity.*

*A discussion took place about disabled access to Lumiere and wondered if it would be possible to arrange a showing for those with mobility and learning difficulties who suffer in crowds. It was suggested maybe something could be arranged around the try out night, which is generally the day before the opening night*

*Representation has been put into the Neighbourhood Plan Consultation from the group regarding shared footpath/cycling routes which are generally seen as a bad thing*

*Finally, the Access Group want to raise their profile. Cllr Liz Brown suggested that the Parish/County Councillors might be willing to put notices on their notice boards in the Durham City Area.*

It was **agreed** that the Parish Council should request that Artichoke make provision for those with mobility issues or the disabled for the Durham Lumiere event this year.

## **17. PROPOSAL TO PROMOTE THE WORK OF DR FENWICK LAWSON**

Members considered ideas on what to do in order to promote the work of Dr Fenwick Lawson. It was **agreed** that the Parish Council should write to the Lord-Lieutenant of County Durham to highlight Dr Lawson's many works. It was also **agreed** that the Clerk should further investigate a brochure for visitors of Durham to make them aware of the many works of Dr Lawson in Durham.

## **18. MOTION BY COUNCILLOR R ORMEROD ON TAXIS AT CROSSGATE**

Councillor Ormerod reported that he has received a number of complaints from Crossgate residents regarding the impact of taxis operating within the area. A number of issues have been raised mainly relating to the noise of the taxis and damage caused to the cobbled street. Cllr R Ormerod felt that residents of the area had suffered enough and therefore proposed the following motion to the Parish Council:

***"This council recognises the problems caused to residents of Crossgate by taxis using the loading bay outside Santander bank on North Road as a taxi-rank. The Parish Council therefore resolves to make representations to the Chief Executive of Durham County Council and the Police & Crime Commissioner requesting that they work together and develop a multi-agency approach to resolving the problem."***

The motion was unanimously **agreed** by Members and the Clerk advised that he would write to both Terry Collins and Ron Hogg requesting a joint meeting.

## **19. EQUALITY AND DIVERSITY POLICY**

Members unanimously agreed to adopt the following as the City of Durham Parish Council's equality and diversity policy:

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### **CITY OF DURHAM PARISH COUNCIL EQUALITY AND DIVERSITY POLICY**

#### **Commitment to Equality and Diversity**

The City of Durham Parish Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work. The Parish Council aims to provide services and activities which are accessible to as many people as possible whilst recognising the diversity of local need.

The Parish Council will work to tackle direct and indirect discrimination, to promote social inclusion and to actively encourage greater participation of under-represented groups. This also includes fostering good relationships between different individuals and groups within the parish.

#### **Purpose**

The purpose of this policy is to ensure that the City of Durham Parish Council complies with current legislation and with its own commitment to promote diversity and equality and to tackle discrimination in all its activities and services.

#### **Scope**



This policy applies to council decision-making, services and activities (including participation in the democratic processes) community consultation and engagement, procurement and employment. (This list is not exhaustive).

## **Legal Position**

The Equality Act 2010 makes it unlawful to discriminate against an individual on the grounds of the following protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Through the Public Sector Equality Duty, the Act also requires public bodies including parish councils to have due regard to the need to

- eliminate unlawful discrimination, harassment, victimisation and any other conducted prohibited by the Equality Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations between people who share a protected characteristic and people who do not share it.

## **Policy**

- 1) The City of Durham Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. The Council is committed to the promotion and delivery of equal opportunities in the work place and in the delivery of services and all other activities undertaken by the Council.
- 2) The City of Durham Parish Council will publish and promote its equality policy so that all councillors, employees, contractors, service users and members of the public are aware of its commitment to equality.
- 3) The City of Durham Parish Council will strive for equality of access to all its services and activities and will consider the equality policy when commissioning, designing, delivering or evaluating services.
- 4) The City of Durham Parish Council will challenge any discrimination it recognises within the Parish Council and the wider community. It is the responsibility of each individual member of council and the Parish Clerk to challenge discrimination when it is encountered.
- 5) The City of Durham Parish Council is an equal opportunities employer. This means that decisions concerning recruitment, promotion, dismissal or any other aspect of employment will be based on the needs of the council and not any assumptions based on sex, race, age, disability, gender reassignment, sexual

orientation, married or civil partnership status, pregnancy or maternity, religion or belief.

- 6) The City of Durham Parish Council will apply equality principles to work undertaken for the council by external contractors or with partners. Decisions to make grant funding and/or to support other organisations and events or work in partnership with any third party will be informed by the equality policy and practice of the organisations concerned.
  - 7) The City of Durham Parish Council will acknowledge and, where possible, celebrate the diversity within the parish and will support the development of communities and assist them in challenging discrimination.
  - 8) The City of Durham Parish Council will raise awareness and build capacity within the council about the equality considerations by including equality and diversity training in its training plans for staff and members.
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Cllr R Cornwell advised that he hoped that this would be something which Members lived by each day as Councillors.

The Clerk remarked that the City of Durham Parish Council is one of the most diverse Councils he had sat on, both in terms of the age range and the number of women on the Council; which he advised the Parish Council should celebrate.

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

Signed,

Chair of City of Durham Parish Council  
26<sup>th</sup> September 2019