

City of Durham Parish Council

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Dear Member of the Public,

In accordance with the Local Government Act 1972

I hereby give you notice that a **MEETING** of the **CITY OF DURHAM PARISH COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 20 DECEMBER 2018 AT 19:00** to transact the following business:-

You are most welcome to attend and participate in the public participation section at item 4 on this agenda.

- 1. PRESENTATION FROM DOMINIC BROWN (ASSISTANT CHIEF FIRE OFFICER) FROM THE COUNTY DURHAM AND DARLINGTON FIRE AND RESCUE AUTHORITY REGARDING THEIR CONSULTATION ON THE INTEGRATED RISK MANAGEMENT PLAN (10 MINUTE PRESENTATION AND 10 MINUTES FOR QUESTIONS)**
- 2. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FROM TODAY'S MEETING**
- 3. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.**
- 4. PUBLIC PARTICIPATION.**
- 5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 22 NOVEMBER 2018**
- 6. COMMITTEE UPDATES**

- Planning Committee minutes from meetings held on the 16 & 30 November.
- Environment Committee minutes from meeting held on the 29 November
- Finance Committee minutes from meeting held on 19 November

We need to increase numbers on the Finance Committee. There are currently only three members on this committee which makes it difficult to maintain a quorum for meetings. Terms of reference for this committee allow for five members to be part of this committee so we need two other members to become part of this committee. I am informed that Cllr R Ormerod and E Scott are willing to be part of this committee.

7. UPDATE FROM CHAIR.

A request has been received from Citizens Advice asking to introduce themselves and their services to the council whilst also asking if there are things the council and Citizens Advice can do together. Do we want to invite

Citizens Advice representatives to have a discussion with us at a future meeting?

The Chair has been advised that in accordance with financial regulations a fully worked up and costed proposal is required before the Council can commit expenditure. With this in mind, the proposal from the Environment Committee relating to the purchasing of a tractor and snowplough and a part time employee is to be referred back to a working group, to be established by the Environment Committee which will be tasked with bringing a report back that outlines a range of options.

- 8. DURHAM CITY ACCESS FOR ALL GROUP** - See report shown below from this group.
- 9. REQUEST FOR PARISH COUNCIL TO CONSIDER SUBMITTING A BID TO SECURE AN ASSET OF COMMUNITY VALUE** – see attached report.
- 10. FUNDING AVAILABLE TO CELEBRATE ARMED FORCES DAY (UK)** – see attached report
- 11. SUGGESTED GRANT AWARDING POLICY AND APPLICATION FORM** – See attached suggested Grant Application Form and Grant Awarding Policy.
- 12. REPORT ON ELECTRONIC COMMUNICATIONS AND E-MAIL USAGE** - See attached report
- 13. SECTION 106 AGREEMENT CONSULTATIONS** - See attached report
- 14. CYCLE OF FUTURE MEETINGS**

2019 - 24 January, 28 February, 28 March all in the Lantern Room Durham Town Hall, Market Place Durham DH1 3NJ

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 will be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public will be asked to leave the room.

- 15. FUTURE BANKING ARRANGEMENTS** – see attached report
- 16. REPORT ON POTENTIAL OFFICE SPACE FOR PARISH COUNCIL INFORMATION** – see attached report and additional information on suggested sites



Stephen Ragg
Interim Clerk City of Durham Parish Council

City of Durham Parish Council

Minutes of a Meeting of the **City of Durham Parish Council** held on **Thursday 22 November 2018 at 7.00 p.m.** in the Lantern Room, Durham Town Hall, Durham.

Present:

Councillor E Scott in the Chair

Councillors E Ashby, V Ashfield, J Atkinson, L Brown, S Cahill, R Cornwell, D Freeman, R Ormerod, C Reeves and M Ross.

1. City Safety Group Presentation

The Chair welcomed Jane Robinson and Kevin Lough to the meeting. Jane and Kevin were attending the meeting to explain the role and work of the City Safety Group and spoke of their desire to build a relationship with the newly established parish council.

Jane Robinson explained that the city safety group was a partnership consisting of a range of key organisations, including Durham Constabulary, Durham County Council, Durham University, Durham Cathedral, Durham Students Union and County Durham and Darlington Fire and Rescue Authority. The group worked collectively and operationally on a multi-agency basis and reported to the Safe Durham Partnership. The group had been formed following a sequence of tragic river related incidents and a desire to avoid such incidents in the future. At the time of the incidents, the Coroner had issued a Regulation 28 letter that acted as a real impetus across agencies to make the river area safer.

Kevin Lough, highlighted some of the improvements and actions that had taken place which started initially with the commissioning of an independent safety audit of riverside locations carried out by The Royal Society for the Prevention of Accidents (ROSPA). At the time the audit highlighted a number of areas that could be improved, particularly around areas of control.

The following measures were taken in response:

- increased the number of life rings;
- introduction of standard marker points to assist members of the public and the emergency services;
- increased signage;
- additional lighting to guide routes; and
- strategically placed birds-mouth fencing along the river corridor.

A number of other initiatives had also taken place, some examples included:

- 'Nightlights' – a poster campaign which encouraged people to take safer, specific, well-lit routes home. The group had worked alongside Durham University and Durham Students Union with peer led, behavioural campaigns. The ultimate aim being to get people home safely;
- worked with taxi operators;
- reinstatement of the Student Union night bus;
- worked with licensed premises on responsible retailing assisting people who may have been separated from groups;

- increase buy-in to the Best Bar None awards;
- training and awareness about the risks and vulnerability of people in the city centre;
- comparative work carried out with other local authorities –valuable sessions with Bath, Bristol and Manchester. The aim being to build a network across the country to share good practice and ideas, with support also being offered regionally with neighbouring local authorities;
- proactive media used in positive ways to promote campaigns and raise awareness, specifically targeted the 16-24 age group;
- positive behavioural changes following a three-year social norms campaign;
- broadened partnership work with New College Durham and Durham Sixth Form Centre; and
- enhanced student awareness

In terms of impact, statistics reflected that the city safety group and the various initiatives had been successful. A follow-up inspection from ROSPA, requested by the group, highlighted that the level of risk had been reduced which had been extremely positive to note. The group were now working closely with the Local Government Association who were using Durham as a national case study. In terms of next steps, the group were now in a 'monitoring and review' phase with particular emphasis on four key areas of planning, doing, checking and acting.

In summary, Jane and Kevin informed the Council that Durham was a safe place and there was a strong desire by all partners to keep it safe. It was acknowledged that there was no one single solution to prevent the type of incidents experienced in recent times and personal accountability would always remain a key aspect.

Councillor J Elmer thanked the group for the presentation and the process and queried how the County Council were using its licensing powers, specifically in relation to those premises that did not participate in the Best Bar None scheme. In response, Jane Robinson explained that licensing team attended premises to ensure compliance and any actions were taken extremely seriously.

Councillor S Cahill asked if the group had assessed the location surrounding one of the newest bars to open in Durham City, 'Revolution', specifically with regard to its riverside location.

Kevin Lough thanked Councillor Cahill for raising the point and explained that an area of footpath had been applied with fencing. The group had taken the decision not to provide lighting, following discussions with the World Heritage Site and Heritage groups. It was felt that the footpath was safer and the 'nightlife' routes identified alternative routes to exit the area and were made available in the vicinity. Work would also take place with door staff

Councillor R Cornwell referred to a recent PACT meeting which had referred to a ban on drinking alcohol in public places and wished to support the continuation of this initiative.

Councillor R Cornwell also referred to the recent influx of Asian students within the City Centre and the cultural differences being experienced. Numerous incidents of students wandering across busy city centre roads without paying due care and attention had been specifically highlighted.

Jane Robinson explained that the matter had been discussed with the University and PCSO Liaison Officer and could be addressed through student induction programmes in the future.

Councillor E Ashby referred to the 'Shush' project launched at the University Fresher's Fayre and explained that whilst it was not a direct safety issue, there was a general view that if students were being quieter, being more respectful of both the environment and each other then they were acting more responsibly.

Councillor E Ashby felt that the parish council could play an involved role in terms of 'planning' and could foresee some of the problems that can occur in the city centre. She felt that this could add an additional dimension to the group. Jane Robinson explained that the tight overall operational nature of the group meant that the parish council could not be involved but took the point regarding 'planning' and explained that she would be more than happy to attend meetings where the types of issues Councillor Ashby was referring to could be raised and engaged with.

Councillor E Scott thanked Jane and Kevin for attending the meeting to learn and understand how the city safety group operated. All parties agreed that Jane and Kevin be invited to parish council meetings in May and November. Any issues that the Council wished to raise could be directed through Kevin in the first instance, with broader discussions to be held twice a year in May and November.

2. Apologies for Absence

Apologies for absence were received and approved by council for Councillors J Ashby and G Holland.

3. Declarations of Interest

There were no declarations of interest.

4. Public Participation on Agenda Items

The Chair welcomed those member of the public who were present at the meeting. There were no members of the public wishing to speak at this point in the meeting.

5. Minutes

The minutes of the meeting held on 25 October 2018 were confirmed as a correct record and signed by the Chair, subject to the venue of the meeting being amended to reflect that the meeting took place in the Lantern Room at Durham Town Hall and not Ritson Hall.

6. Committee Updates

Updates were provided from the Environment, Finance, Licensing and Planning Committees as follows:

Finance Committee

Councillor A Doig updated the Council regarding the budget of the parish council for 2019/20 and the potential precept amount and a strategy to move forward. The council would need to set the budget and precept for 2019/20 at its meeting on 24 January 2019. Initial indications were that parish council would likely to set the same council tax band D charge as 2018/19. The budget would be driven by the Council's priorities and strategic plan. There was a desire for individual committees to have their own budgets with proposals coming forward, so long as they were linked to the council's priorities.

Councillor E Ashby clarified that if any urgent matters of financial outlay that did not fit into the ongoing patterns of committee meetings could a project come direct to the council for consideration. In response, Councillor Doig explained that there would be exceptions and the Finance Committee fully understood that this would be the case.

A discussion ensued regarding winter maintenance and would be raised at the next meeting of the Environment Committee.

Councillor E Scott clarified that any urgent matters of financial outlay that did not fit with the ongoing pattern of Finance Committee meetings could be directed to a meeting of the full council.

The finance committee were seeking an additional Member following the resignation of Councillor J Elmer due to work commitments

Licensing Committee

The Committee had not formally met, however, Councillor L Brown referred to a matter which was mediated regarding the Loft/Studio on North Road. As a result of mediation, toilets were to be cleaned every 20 minutes and doors and windows of the premises were to be kept closed to keep noise outside to a more acceptable level.

Councillor Ashfield informed the Council that she had emailed the Licensing Committee with concerns being regarding a potential contravention of trading times by a city centre pizza shop.

Planning

Councillor R Cornwell had nothing further to add to the previous minutes, other than to notify the Council that he had spoken to the case officer dealing with the County Council HQ application. The case officer confirmed that the Environment Agency had not yet provided a response to the consultation. On that basis the County Planning Committee would not consider the matter until the New Year.

7. Update from the Chair

Councillor E Scott informed the Council that both she and Councillor L Brown had objected to the premature signage placed at County Hall and had raised an objection through the County Council's planning portal.

A new community centre for Neville's Cross had been announced. S106 money would be the bedrock of the project. The group now wished to reach out to other community groups to forge stronger partnerships

8. Proposal from the Personnel Committee to Increase the Clerk's Working Hours from 20 to 25 per week

The Chair informed the Council that the task to appoint a new Clerk had been completed with advice and guidance provided by Human Resources from Durham County Council. The Chair explained the appointments and shortlisting process to the Council.

To enable the successful applicant to submit their termination of employment with their current employers it was felt necessary to increase the number of hours offered to the incoming clerk to make this financially viable for him and to ensure this appointment remained in place. Human Resources advice had been sought on this approach.

Under the circumstances, the Parish Council's Personnel Committee have recommended to the Council that the post be offered to the successful applicant with increased hours from 20 to 25 hours per week. The Parish Council had stipulated that the Clerk needed to be available three week days per week and would need to seek an office base within Durham City. The increase in hours would incur an additional cost implication to the Parish Council, which could be covered within their budget.

Councillor R Cornwell agreed with the proposal but queried the HR advice in what could be perceived as 'moving the goalposts'.

Councillor E Scott explained that HR agreed that it would be acceptable for the City of Durham Parish Council to alter the terms of employment at their discretion.

Councillor R Cornwell commented that he was happy with the appointment and the proposed increase to the Clerks working hours, but was not happy regarding the principle.

Councillor V Ashfield commented that the Parish Council had made a very good appointment but did not agree with the HR advice, however, on the basis of the information received Councillor Ashfield was willing to break the principle and agree to the appointment with the revised working hours.

Councillor D Freeman was against the proposal and queried if the Council did not agree to the proposal what the outcome would be.

Councillor E Scott explained that the successful candidate would not be able to accept the post as there was an income deficit which could not be tolerated and the Council would have to start the process from the beginning.

Upon a vote being taken, it was

Resolved

That the revision to the Clerk's working hours be agreed and that the job be offered formally on the revised basis.

9. Durham University Community Engagement Task Force Meeting Held On 5 November

In the absence of Councillor J Ashby the Interim Clerk summarised the report (for copy see file of Minutes).

The Chair highlighted the comments made in paragraph 4 of Councillor Ashby's report and encouraged community groups, residents to be involved in the task and finish groups.

Resolved

- (i) That the following nominations be noted:

Councillor E Ashby – Economic
Councillor C Reeves – Cultural
Councillor V Ashfield – Lived Environment
Councillor V Ashfield – Citizenship

(ii) that the vacancy on Durham For All be recirculated.

10. Smaller Authorities Audit Appointments

The Council considered a report of the Interim Clerk regarding the Smaller Authorities' Audit Appointments (SAAA) (for copy see file of Minutes). The SAAA was obliged to write to any new councils to provide the option to opt-out of the central appointment regime and to procure and appoint their own external auditors if they did not wish to be included in the central auditor appointments.

Councillor E Ashby queried what the audit fee would be. The Interim Clerk informed the Council that it would likely to be around £400-£500

Resolved

That the Council accept the offer of using the SAAA appointed external auditor (Mazars) for their 2018/19 accounts and subsequent years.

11. Neighbourhood Plan Working Party, Changes to Neighbourhood Plan Boundaries

The Council considered a report regarding the membership of the Neighbourhood Plan working party and proposals to amend the boundaries of the neighbourhood plan to ensure that the area covered by the existing Neighbourhood Plan be realigned, very slightly to become coterminous with that of the parish council. Copies of maps to show the affected areas were detailed in the report (for copy see file of Minutes).

Resolved

"That the members of the working party detailed in the report be approved, together with the appointment of any additional parish councillors who may be interested"

Councillor R Cornwell then referred to the motion detailed in the report.

"This Parish Council, having assumed responsibility for producing a Neighbourhood Plan, wishes to amend its Designated Neighbourhood Area so that it is the same as that of the Parish, and resolves to write to the County Council to ask it to make this change in accordance with the appropriate regulations."

Councillor R Cornwell advised that he wished to amend his original motion to replace all after 'resolves to' with

"make a formal application to the County Council to amend the Durham City Neighbourhood Area boundaries, providing such information as the County Council recommends to achieve this end"

Councillor E Ashby asked for clarification on whether the Parish Council would have to pay for the consultation of people living in those areas.

Councillor J Elmer was concerned that any additional consultation and planning work would cause the process to be dragged out unnecessarily. Councillor R Cornwell

explained that the neighbourhood plan or order must be made by the local planning authority within 8 weeks of the referendum.

Councillor D Freeman felt that the one of the areas was quite large and queried whether people living in the area would have sufficient knowledge of the proposals. In response, Councillor Cornwell reassured the Council that residents living in the affected areas were aware of the neighbourhood plan from the previous consultations.

Resolved

"This Parish Council, having assumed responsibility for producing a Neighbourhood Plan, wishes to amend its Designated Neighbourhood Area so that it is the same as that of the Parish, and make a formal application to the County Council to amend the Durham City Neighbourhood Area boundaries, providing such information as the County Council recommends to achieve this end".

The following motion on notice was also **Moved** by Councillor R Cornwell for approval:

"The remit of the Planning Committee shall be extended to include (a) oversight of the work of the Neighbourhood Plan Working Party and (b) the drawing up of this Council's response to the remaining stages of the County Durham Plan."

The motion was **Seconded** by Councillor A Doig. In seconding the motion, Councillor A Doig explained that the neighbourhood plan would sit with the parish council, the remit of the Planning Committee would include oversight of the neighbourhood plan working group, which would continue and the parish council would oversee the plan in its entirety. The parish council needed to make formal co-options onto the working group, as agreed in the previous report, and oversee the work which was the quickest way to recognise both situations as presented by Cllr R Cornwell.

Upon a vote being taken the motion was **carried**.

12. General Data Protection Regulation (GDPR) Requirements

The Council considered a report from the Interim Clerk regarding the requirements of the General Data Protection Regulation (GDPR) which were introduced in May 2018 following the approval of the Data Protection Act 2018 (for copy see file of Minutes).

Copies of a privacy notice, general consent form and privacy notice for staff/councillors/role holders were included as part of the report for the Council's consideration.

Resolved

That the Council;

- (i) approve the position of 'Clerk' to be the Data Controller for the council and approve the payment of the appropriate fee to register the council as a Data Controller;
- (ii) approve and adopt the data protection notices detailed in the report; and
- (iii) notes the future production of a publication scheme for the Council.

13. Exclusion of the public

Resolved

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

14. Insurance Arrangements

The Council considered a report of the Interim Clerk which provided three quotations to provide insurance cover for the parish council. Each quote reflected the Council's current position, i.e. no direct responsibility for any assets (buildings, land etc.) nor any play areas, allotments, cemeteries.

It was **Moved** by Councillor A Doig, **Seconded** by Councillor Elmer and;

Resolved

- (i) that the Council accept quotation B;
- (ii) that further enquiries be made regarding liability of assets; and
- (iii) that the Council keep its requirements under constant review.

Signed

Chair City of Durham Parish Council
20 December 2018

City of Durham Parish Council

MINUTES OF PLANNING COMMITTEE HELD AT 14.00 ON FRIDAY 16TH NOVEMBER 2018 in ROOM 2 ALINGTON HOUSE 4 NORTH BAILEY DURHAM DH1 3ET.

1. Welcome and apologies:

Present: Cllrs R Cornwell (Chair), J Ashby, V Ashfield, L Brown, J Elmer, C Reeves.
Apologies: Cllr G Holland.

2. Declarations of interest: Cllr J Ashby declared a non-pecuniary interest in planning application DM/18/03371/TCA for tree works at St Antony's Priory as an immediate neighbour affected by the trees.

3. The minutes of the meeting on 2nd November 2018 were received and agreed as a correct record.

4. Public participation comments on the following agenda items: Mr Clive Beddoes was in attendance for the item regarding the proposed coach park at Belmont. He was invited to make his comments when that item was reached.

5. Matters arising:

(a) The responses to the following application was approved (for text of letter see parish web site):

DM/18/03119/FPA Installation of wood windows: 58 Albert Street DH1 4RJ

(b) Review of applications previously considered:

DM/18/02369/FPA New County HQ: noted that there are now 615 objections on the Planning Portal and that any comments from the Environment Agency have still not yet appeared. Cllr Ashfield outlined the contents of her second submission made in a personal capacity.

DM/18/02710/FPA Construction of a coach park area, Belmont Park and Ride: Mr Beddoes expressed the Durham Pointers' concerns about the logistics of the proposed coach park putting at risk the willingness of coach drivers and their firms to stop at Durham. He gave figures for the numbers of coaches that Pointers meet and greet; he will provide contact details to the Chair. It was agreed that the Planning Committee would make a further submission highlighting such concerns; Cllr J Ashby to draft. Cllr L Brown will seek via her colleagues for this application to be called to Committee.

DM/18/03115/FPA 4 two bedroom flats: 36 The Hallgarth Durham DH1 3BJ: noted at the previous meeting but now clear that it is for occupation by students and is a PBSA. Cllr R Cornwell will draft an objection.

(c) The final matter arising was the Terms of Reference for the legal advisor on the new DCC HQ: Cllr J Ashby had redrafted the T o R and these were circulated to the Committee and then on 6 November by the Interim Clerk to all Parish Councillors. It was hoped that agreement would be reached speedily by email correspondence, but it appears that no further action has occurred. Cllr J Ashby will raise with the Interim Clerk (copy to Cllr R Cornwell).

6. Consideration of the following planning applications:

(a) The following were listed for noting and were duly noted:

DM/18/03187/CEU Certificate of existing use to demonstrate the dwelling has been occupied as a C4 house in multiple occupation since before September 2016 to the current time. 13 New Street Durham DH1 4DH

DM/18/03251/TCA Works to the various trees: 6 Burn Hall Durham DH1 3SR

DM/18/03291/LB Internal and external alterations to facilitate infrastructure and cable route updates (Durham Castle Gatehouse only) Durham University DH1 3RW

DM/18/03328/TCA Work on five trees at Southlands Gilesgate Durham DH1 1QN

DM/18/03339/TCA Pruning of 1 No Oak Tree 4 Buford Court Albert Street DH1 4TL

DM/18/03383/TCA Crown reduce and reshape by 2m (down to previous pruning points) of 1no crab apple tree (T1) 46 Claypath Durham DH1 1QS

DM/18/03417/TPO Felling of 2no. Sycamore Flass Vale Local Nature Reserve

(b) The following were listed for considering representations being made:

DM/18/02975/FPA Extension and Conversion of the multi-level decked car park to form 4no. 1-bed apartments and 8no. 2-bed apartments (C3 housing) (resubmission), William Robson House Claypath Durham DH1 1SA: residential use welcomed but concerns whether for students, provision for disabled access, arrangements about wheelie bins. Cllr J Ashby to draft a representation.

DM/18/02976/FPA Conversion of the attic roof space to 4no. 1-bed apartments and insertion of 6 no. new windows in the west elevation to create 3no 1-bed apartments, William Robson House Claypath Durham DH1 1SA: as above.

DM/18/03148/FPA Temporary change of use of land for installation of marquee Durham University Science Site South Road Durham DH1 3LE: noted.

DM/18/03237/FPA Erection of single-storey extension at rear of dwelling. 21 Mavin Street Durham DH1 3AU: Cllr R Cornwell will enquire whether minimum size standards are met and query the absence of the necessary Planning Statement. Subsequent to the meeting it was appreciated the proposal breached the provisions of the County Council's Interim Policy on Student accommodation, in that it is an extension to an existing HMO that creates extra bed spaces in a location where well over 10% of properties

within a 100 metre radius are HMOs. Cllr R Cornwell will include this in the objection.

DM/18/03301/FPA Change of use from an HMO (Use Class C4) to a 7 bedroom large HMO (sui generis) with single storey rear extension, dormer windows and associated external alterations. 5 May Street Durham DH1 4EN: Cllr L Brown will send a draft representation to Cllr R Cornwell.

DM/18/03329/LB Works for proposed conservation repairs of the castle wall within Allington House, 4 North Bailey Durham DH1 3ET: Cllr R Cornwell will write a letter of support.

DM/18/03368/FPA Conversion of existing roof void for student accommodation in association with an existing C4 flat in multiple occupation including external roof lights and fenestrations. 1 Metcalfe House North Road Durham DH1 4UE: Subsequent to the meeting it was appreciated the proposal breached the provisions of the County Council's Interim Policy on Student accommodation, in that it is an extension to an existing HMO that creates extra bed spaces in a location where well over 10% of properties within a 100 metre radius are HMOs. Cllr R Cornwell will make an objection on this basis.

DM/18/03389/VOC Variation of Condition 2 (Compliance with Approved Drawings) pursuant to DM/17/02337/FPA relating to External Materials of Dormer Windows 1 Peartree Cottages High Wood View Durham DH1 3FL: note.

DM/18/03413/FPA Construction of dormer roof extension to front of existing dwelling dormer window 15 South Crescent Durham DH1 4NF: note.

DM/18/03371/TCA Various works to 17 trees: St Anthony's Priory 74 Claypath Durham DH1 1QT: Cllr L Brown pointed out that there was no arboricultural report with the application; she will write asking for this, and will copy her request to Cllr Cornwell to use to make a request from the Committee.

7. Consideration of the Planning Committee's Terms of Reference, in particular regarding the Neighbourhood Plan and the County Durham Plan: agreed to support Cllr R Cornwell's draft resolution for Parish Council meeting on 22 November.
8. Criteria for inclusion of planning applications on this Committee agenda: agreed to continue with model in this meeting's agenda.
9. Dates of future meetings:
30 November: 14.00 to 16.00 hrs, Room 12, Alington House.
14 December - 14.00 to 16.00 hrs, Room 2, Alington House.

There being no further business the meeting ended at 16.00 hrs.

Signed

Roger Cornwell
Chair of Planning Committee.
16 November 2018

City of Durham Parish Council

MINUTES OF PLANNING COMMITTEE HELD AT 14.00 ON FRIDAY 30 NOVEMBER 2018 in ROOM 12 ALINGTON HOUSE 4 NORTH BAILEY DURHAM DH1 3ET.

1. Welcome and apologies:

Present: Cllrs J Ashby, V Ashfield, L Brown, R Cornwell (Chair).

Apologies: Cllrs J Elmer, G Holland, C Reeves.

2. Declarations of interest: Cllr R Cornwell declared a non-pecuniary interest in planning application DM/18/03190/LB Insertion of commemorative brass miners' tokens into the underside of wooden seats within the Miners' Parliament, Durham Miners Association Miners Hall Flass Street Durham DH1 4BE as a recipient from a family member of a token.

3. The minutes of the meeting on 16th November 2018 were received and agreed as a correct record.

4. Public participation comments: no members of the public were present.

5. Matters arising:

(a) The responses to the following application were approved (for text of letters see parish web site):

DM/18/03115/FPA 4 two bedroom flats: 36 The Hallgarth Durham DH1 3BJ

DM/18/02975/FPA and **DM/18/02976/FPA** Apartments at William Robson House Claypath Durham DH1 1SA

DM/18/03237/FPA Single-storey extension at rear of 21 Mavin Street

DH1 3AU DM/18/03301/FPA Change of use from an HMO (C4) to a large HMO (sui generis) with various works: 5 May Street Durham DH1 4EN

DM/18/03329/LB Works for proposed conservation repairs of the castle wall within Allington House, 4 North Bailey Durham DH1 3ET

DM/18/03368/FPA Conversion of existing roof void for student accommodation in association with an existing C4 flat in multiple occupation including external roof lights and fenestrations. 1 Metcalfe House North Road Durham DH1 4UE

(b) Review of applications previously considered:

DM/18/02734/FPA Conversion into a flat for an HMO C4 including external alterations to form a door: Moon Jewellery 12 Silver Street Durham DH1 3RB: although the representation had said that, should the delegated officer recommendation be for approval the Parish Council asks that it be referred to Committee, it had received delegated approval and had not be so referred. It was agreed that the Chair will write to the officer asking how best to safeguard against this happening in future.

DM/18/03371/TCA Various tree works: St Anthony's Priory 74 Claypath DH1 1QT: although it had been intended to comment on these, the officer had advised that tree works in conservation areas (TCA) are listed for information only, so no submission was possible.

6. New County HQ, to include:

(a) Developments and possible further comments on planning applications **DM/18/02369/FPA** (the HQ building) and **DM/18/02710/FPA** (the new coach park): Cllr J Ashby will add Cllr Ashfield's comments to the draft letter, and re-circulate it for agreement.

(b) Updates from, and further communications with, our solicitors: a draft letter will be received on Monday 3rd December and will be circulated to the Parish Planning Committee for consideration.

(c) Encouraging further submissions from other interested parties: the objections from coach firms were noted. Cllr J Ashby has copied to the Solicitor advising the Parish Council information regarding the status of The Sands as Common Land and questions around possible Rights of Way. Cllr J Ashby will again ask The Freeman's Clerk about their legal interest in The Sands.

7. Oversight of the work of the Neighbourhood Plan Working Party

Cllr R Cornwell reported that the material submitted to the County Council seeking harmonisation of the Neighbourhood Plan boundary with the Parish Council boundary appears to be satisfactory. The timetable for remaining stages of preparation of the Neighbourhood Plan has been circulated to all Parish Council members but Cllrs Ashfield and Brown's copies were blank; Cllr R Cornwell will check and ensure that a working copy is provided. The Neighbourhood Plan Working Party's approved minutes of its weekly meetings will be a standing item on Parish Planning Committee meeting agendas, and any major issues will be 'flagged up'.

8. Consideration of the following planning applications:

(a) The following were listed for noting:

DM/18/03398/AD 4no illuminated fascia signs and 1 illuminated projecting sign 10 The Riverwalk Millburngate Durham DH1 4SL: noted

DM/18/03578/TPO Felling and removal of 1no. Spruce Tree (T1) Wear View House 3 Wear View Durham DH1 1LW: having learned that the tree has a TPO but is apparently dead the Committee decided to note.

(b) The following were listed for considering representations being made:

DM/18/02897/AD Advertisement consent for temporary advertisement hoarding (Retrospective): Land Between Christchurch and 18 Claypath Durham DH1 1RH: Cllr J Ashby to draft a letter of objection around distraction to drivers where children cross the road.

DM/18/02988/FPA Change of use of public open space to beer garden with parasol and metal barriers: Ebony Unit 8 Freemans Place Durham DH1 1SQ: Cllr L Brown to draft letter of objection concerning only slight change from previous unsatisfactory proposal.

DM/18/03190/LB Insertion of commemorative brass miners' tokens into

the underside of wooden seats within the Miners' Parliament: Durham Miners Association Miners Hall Flass Street Durham DH1 4BE: welcomed; Cllr J Ashby to draft a letter of support (Cllr Cornwell having taken no part in the discussion).

DM/18/03366/FPA 2 story extension at rear of C4 property, including internal alterations: 8 The Hallgarth Durham DH1 3BJ: Cllr Cornwell to submit an objection on the grounds of intensification.

DM/18/03420/FPA Internal Alterations and Addition of 2No Gable Windows Makepeace Cottage 45C Claypath Durham DH1 1QS: noted.

DM/18/03437/FPA Reconfiguration to enlarge 4 bedroom HMO to 6 beds 22 Sutton Street Durham DH1 4BW: Cllr Cornwell to submit an objection on the grounds of intensification.

DM/18/03545/FPA Change of use from dwelling (use class C3) to small HMO (use class C4): Candria 8 Palatine View Durham DH1 4QQ: Cllr L Brown to draft an objection regarding inadequate room sizes and potential for affordable housing.

9. Dates of future meetings:

14 December 2018 - 14.00 to 16.00 hrs, Room 2, Alington House.

4 January 2019 - 14.00 to 16.00 hrs

18 January 2019 - 14.00 to 16.00 hrs

There being no further business the meeting ended at 15.45 hrs.

City of Durham Parish Council

Minutes of the City of Durham Parish Council's Environment Committee held in Lantern Room, Town Hall, Market Place, Durham City, DH1 3NJ on Thursday 29 November at 18.30.

1. Recorded attendance, receipt and approval of apologies:

- a. Present: Cllrs V Ashfield (VA) (Chair), J Atkinson (JA), E Ashby (EA), M Ross (MR), S Cahill (SC) (Secretary)
- b. Apologies: Cllrs J Elmer (JE), R Ormerod (RO)

2. To receive any declarations of interest from members.

- a. No declarations of interest were made.

3. To receive any public participation comments.

- a. No members of the public attended the meeting.

4. To receive and approve the minutes of the previous meeting held on the 18 October 2018.

a. Corrections

- i. 6.a. "had purchased planters which included the cost of maintenance."

With the correction shown above, the minutes of the previous meeting were accepted as a true and accurate record and signed by the Chair.

b. Matters arising

- i. EA asked for clarity as to the nature of the 10 incidents the police confirmed to have taken place in Flass Vale. VA stated that the incidents included all those reported to the police.
- ii. EA clarified that Cllr L Scott is currently in discussion with the county council on the finalisation of planters and discussion about whether the refuges are effective and whether they should they be removed or widened. EA to report at next meeting.
- iii. EA explained that there the primary concern when it comes to traffic calming on the A167 is not speed limits, but that there is already a proposal for reduced speed limits near Durham Johnson School.
- iv. EA said that it may be worth meeting with Victoria Lloyd-Gent to discuss the issue of cycle paths which were raised by JE. VA to ask her for up to date plan.
- v. Residents' groups have been contacted to ask for members to join an A167 traffic calming working party. Cllrs L Brown and E Scott are already members along with EA.

5. a. Flass Vale

- i. MR reported that Cllr E Scott (ES) had responded to her question as to how a PSPO can be acquired. ES relayed that the police were aware of the issues in Flass Vale and merely moved those responsible along. It was further mentioned that Ian Hoult was reluctant to introduce a PSPO
- ii. MR had received further information from Ian Hoult. I Hoult stated the police already have the powers to issue fixed penalty notices to litterers (FPN). He also suggested that some of the activities carried out by Friends of Flass Vale might be impacted by an PSPO. He would bring forward these concerns to a multi-agency meeting.
- iii. VA reported that she had advised residents to log incidents by using the '101' number and that underage drinking did not require a PSPO. VA had not yet received a response from residents. MR explained the previous meeting had advised residents to log incidents. VA reported concerns from market place traders who were concerned about anti-social incidents involving alcohol and drug use. They were concerned that there was inadequate response when they had reported the incidents using '101' and they had been chastised for subsequently calling '999'. The PSPO covering the city centre will expire in a year. EA to ask Steven Ragg about whether the Parish Council should take a position on the renewal of the PSPO.

b. Durham County Council's Green and Clean Team:

- i. It was agreed to email Oliver Sherratt to ask him to nominate a team member to meet and discuss the initiation of a Best Kept Business Frontage Scheme. JA to lead on this for the committee.

c. Provide evidence of key littering pressure points: involvement of local schools in this project.

- i. MR has spoken to staff members at several schools, especially at the Durham Sixth Form Centre, in the hope of initiating conversations with head teachers about how schools can be involved in tackling litter.
- ii. EA asked if there was clarity as to what we would be proposing to head teachers. She was concerned that proposals must not seem overly negative or we might risk putting off schools.
- iii. VA explained that the best approach might be an open conversation with students, introducing ourselves and playing a role in political education. MR agreed that developing a positive relationship with schools was the best way to start this project. VA felt that many young people were increasingly aware of litter concerns and that this may naturally arise in conversations with students. MR agreed that many school councils are unable to support the aspirations of their students when it came to these actions, but we are in a better position to do this.
- iv. VA and MR agreed to take this forward.

d. Identification of key issues with highways

- i. VA has been in contact with D. Wafer (County Council) who has agreed to attend our committee meeting in January.
- ii. EA felt it would be valuable to invite somebody from the Regeneration Team to inform us of projects that are currently ongoing. It was felt that this would be a good first step to avoid us offering Parish Council money for projects that might already be in progress. VA to contact Sarah Billingham.
- iii. VA reported new information on the issue of large transporters travelling through Gilesgate Bank. She had contacted the three car dealerships near the Arnison Centre, two had said that their own transporters use the A690, but Renault was more evasive. It was also discovered that all used rented transports whose transport paths could not be instructed. It was also observed that there were no signs in Gilesgate to direct large transporters to the A690. EA explained that traffic is a County Council matter and wondered why there are not currently weight restrictions on Gilesgate Bank. It was considered that this might be due to buses needing to use the bank. Committee to raise this with D Wafer when he attends our meeting.
- iv. VA raised residents' concerns about the lack of designated disabled parking in Gilesgate which becomes an acute issue when students arrive. David Wafer had, several months ago, stated that they do not designate disabled parking in the city but that there are already several instances of disabled parking spots on Green Lane and elsewhere. EA thought this might be because there is a medical practice here and they might not allow for them elsewhere because there is not the staff to maintain them. VA relayed that she knew of unmaintained disabled spaces in other local authorities which were respected. VA to inquire further as to why they do not allow disabled spaces.
- v. MR reported complaints from a resident about a missing street bin on Providence Row.
- vi. MR also explained that the County Council have stopped cutting grass in front of benches on the Sands, preventing access. VA explained there are other concerns about grass cutting towards the lower end of Gilesgate as the flat grass verges are well maintained, but more steep verges are not properly maintained. However, verges at the top of Gilesgate which are equally steep but well maintained. EA explained that these responsibilities currently fall under Oliver Sherratt's team but may soon be our responsibility. To be raised with OS when he attends.
- vii. MR asked if it was worth discussing the greening of Millennium Place. EA said that the County Council was reluctant to fund this and so it would be best if we could start the project with a small piece commemorating the establishment of the Parish Council. EA to find previous estimates so we can progress this.
- viii. Given that there are several County Council departments who would be involved in this work, VA asked what the best approach to liaising with these departments would be. VA agreed to contact David Wafer, Oliver Sherratt and Sarah Billingham to meet with us to discuss the following issues and any others than may arise before the next meeting.

ix. To discuss with David Wafer (January):

- Disabled parking
- Weight restrictions on Gilesgate

x. To discuss with Oliver Sherratt (March):

- Street bins
- Grass cutting
- Business frontages

xi. To discuss with Sarah Billingham (February):

- Vennels and steps
- North Road programme
- Pedestrianising of Claypath
- Designs for Millennium Place

e. Investigation of brokering relationships with Durham University and Durham Cathedral to improve cycling paths within the City of Durham.

- EA inquired as to what JE had hoped to achieve through opening these discussions.
- VA explained that we hoped to ascertain what the County Council's plans were and to see if we could influence the further expansion of cycle paths.
- MR relayed that she had heard from residents complaining about the difficulties of cycling in Durham City.
- EA proposed that emailing Victoria Lloyd-Gent to ask what the County Council's current plans are for cycling, including their Cycle to Work initiative and more. This was agreed.
- MR expressed that JE should be contacted first before emailing Victoria Lloyd-Gent to ascertain what the main issues were in regards to cycling.
- Committee to contact VL-G in new year.

6. To discuss newly arising issues

Budget 2018/19 and 2019/20 and Environment Committee's Immediate Priorities

- In preparation of making a request for a budget from the Finance Committee, VA had prepared a breakdown of our priorities into specific actions with attached information as to who is involved, what should be done, when it needs to be done by, to where we should report on progress and the budget required for each activity.
- It was noted that there were six main priorities that the Parish Council had tasked us with: involving young people, greening the city, A167 traffic calming, heritage signing, clean and tidy city, business frontages.
- It was agreed that greening the city, clean and tidy city and business frontages could be rolled into a single plan for "Clean and Green".

- iv. It was agreed that EA and SC should contact Cllrs E Scott and L Brown to discover what progress had been made in regards to the development of a skate park which will be included in the "Young People" part of our agenda.
- v. SC asked whether it would be needed to budget for grass cutting. VA thought it might be worth seeking clarity over whether this was a County Council responsibility. EA felt that it is an issue that would fall under the remit of the Parish Council and that it may be worth carrying out such works even if the County Council already had responsibility for this. EA clarified that it may not be worth carrying out activities that are already in the County Council's work plans, but if these projects were not due to take place for some time it may be worth us coming to an agreement to work in partnership with the County Council to deliver these projects. There also may be activities which add value through projects adjacent to existing work plans.
- vi. EA stated the urgent need for a finalised proposal for action on snow, noting the number of steep banks in Durham and elderly people who have difficulties travelling while there is snow. EA noted the need for staff and a snow plow. It was noted that Framwellgate Moor Parish Council own a snow plow. VA advised that the Finance Committee will be meeting on the 7th of December and the proposal could be made to them at this meeting. MR reported that the County Council had previously been reluctant to clear snow on the Sands.

7. It was agreed to bring the following proposal to the next Parish Council meeting: "The Parish Council agrees in principle:

- to purchase, lease or hire, a multi-purpose all terrain vehicle suitable for a snow plough attachment;
- to employ a part-time member of staff to carry out such duties as required by the parish council;
- to approach the County Councillors, the Area Action Partnership and local business for funding, should finance extra to that available in the Finance Committee's 2018 – 2019 budget be necessary;
- to investigate establishing, in partnership with local charitable and other organisations and the County Council's Adult Services a register of vulnerable residents who may require assistance;
- to work in partnership with the county council to deliver a programme for deploying the vehicle in bad weather;
- to work with the Students' Union and Student Community Action on the feasibility of organising and resourcing local groups of student volunteers to assist with manual snow clearance for vulnerable neighbours".

It was agreed that a list of priorities with an attached budget and plan should be finalised in the next meeting.

8. The dates and times of the next meetings were agreed.

Signed

Cllr V Ashfield

Chair of Environment Committee

City of Durham Parish Council

Minutes of a meeting of the Finance Committee held on Monday 19 November 2018 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors J Ashby, V Ashfield & A Doig
Also present S Ragg and A Shanley.

1. Election of Chair

Councillor A Doig was elected chair until the AGM in May 2019.

Cllr A Doig in the chair

2. Election of Vice Chair

Councillor J Ashby was elected Vice Chair until the AGM in May 2019.

3. Apologies of absence

Apologies for absence were received from Cllr J Elmer. He was unable to attend due to work commitments. Members approved the reasons for absence. It was also reported that Cllr Elmer had resigned from this committee as he was unable to attend future meetings. It was resolved to ask Council to augment the committee to make it more operational.

4. Declarations of Interest

There were no declarations of interest submitted by members.

5. Public Participation

There were no members of the public present at this meeting.

6. To receive details of known spend against budget at 18 November 2018

Members were informed of the known spend of £28, 968.82 to 18 November 2018. They were also informed that other expenditure had been incurred that were not included in this figure. This included expenditure for Human Resources assistance during the recruitment process for the clerk. This is estimated to be in the region of £1,500. Further expenditure had been incurred on printing costs etc which need to be taken into consideration.

When a new bank account is established DCC will undertake a bank reconciliation of expenditure paid on behalf of the City of Durham PC, provide full details of total expenditure (including invoices etc) and pay over the remaining balance to the parish council. This would be placed in reserves until committed by the parish council.

7. Council tax base and localisation of council tax support grant 2019/20

Members noted the detail of the 2019/20 provisional Council Tax Base of 4,310.2 and the information that the parish council would not be receiving any 2019/20 Localisation of Council Tax Support Grant.

Members were informed that a final Council Tax Base would be issued shortly by DCC for 2019/20 and that this should be the figure to be used in any budget and precept calculations.

8. Initial Discussion on 2019/20 budget

Member discussed the formation of the 2019/20 budget and the process that could be used to compile the budget.

Members resolved to ask each of the individual committee to determine what their budget requirement would be in order to assess their budget requirements. Individual committees were to notify the Finance Committee before its next meeting on the 7 December to enable the budget setting process to commence.

These could be added to the standard budget requirement for the clerks salary NI and Pension contribution along with printing stationery, postage, utility costs etc.

To assist with the budgetary control members were to be supplied with a copy of the councils Financial Regulations.

As there is a possibility of transfer of allotments from the principal authority members asked if we could ascertain how many allotments sites there are within our area.

It was also likely that in the future DCC will start to transfer play areas to parish councillors to run at a very local level.

Members agreed that there would be a need to set aside a sum of money to provide grants to other bodies and organisations within the area.

A discussion ensued concerning ward budgets for parish councillors, the chairman convinced members that this was not required for the parish and it was resolved that there would not be any ward councillors budget provided.

It was decided that the council needs a premise to operate from which is within the city area and that investigations should be made to find a suitable venue for the new clerk and to hold future parish council meetings.

9. The dates for the next meetings were discussed and it was agreed to hold meetings at 4:00pm on 7 December, 4 January and 11 January 2019.

Signed

Chair City of Durham Finance Committee
7 December 2018

AGENDA ITEM 8: DURHAM CITY ACCESS FOR ALL GROUP

Details of a request from the Durham City Access for All Group are shown below.

I would be grateful if you would draw the attention of the City of Durham Parish Council to the following suggestion and comments.

At a recent meeting, the Durham City Access For All considered whether it should have some relationship with the new Durham City Parish Council. When the Group was established, several years ago, the old Durham City Council nominated a councillor to be a member of the Group. We found this relationship beneficial in terms of the advice and guidance we were given by the nominated councillor, and we believe it helped to show that the City Council was alert to its responsibilities in ensuring that the city and its facilities were as accessible as possible to all.

When this Council was abolished, Durham County Council nominated a councillor to be a member of the Group, and although the current nominee certainly takes an interest in what the Group does, she is rarely able to attend meetings and to provide the advice and guidance which the Group needs.

The Group therefore asks the Parish Council to consider whether it is able and willing to nominate one of its councillors to be a member of our Group. Certainly the Group would welcome this kind of relationship, for we believe we can alert the Parish Council to aspects of accessibility in the city which might otherwise not receive the attention they deserve. For example, at the last meeting of the Group our attention was drawn to the lack, on a 24-hour basis, of a publicly accessible defibrillator in the city centre.

We hope that, in due course, the Parish Council will consider how it might address this matter. We also noted that of the meetings which have been held of the new Parish Council, more than 50% have been in locations which are difficult for some disabled people to access. One of these meetings was held specifically to discuss the proposal to site the new DCC headquarters on The Sands carpark — a proposal which raises significant issues regarding access for all those who might wish to use the building. There may be occasions, of course, when meetings have to be held in venues which can be difficult to access, but the Group hopes that with the help of a closer relationship with the Parish Council greater consideration can be given to the desirability of holding public meetings of the Parish Council in locations which are accessible to all.

If there is any information about the Access Group and its membership that would help the Parish Council in its consideration of this matter, I would be happy to provide it.

Yours sincerely
Secretary, Durham City Access For All Group

DECISION REQUIRED	For members to note the content of this request and to appoint a member to attend future meetings of the Durham City Access for All Group.
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**AGENDA ITEM 9: REQUEST FOR PARISH COUNCIL TO CONSIDER
SUBMITTING A BID TO SECURE AN ASSET OF COMMUNITY
VALUE**

The Community Right to Bid was introduced as part of the Localism Act 2011. Sections 87 – 100 of the Localism Act 2011 gives groups the right to nominate an asset of community value to be added to a list maintained by their principal authority. The nominated asset should be demonstrated as

- An actual current main use of the building or other land furthers the social well-being or social interests of the local community (for example a village hall) and
- It is realistic to think that the main use of the building or other land will continue to further (whether or not in the same way) the social well being or social interests of the local community.

The right covers private as well as public assets m

Should the nominated asset ever come up for sale, there will be a limited window of opportunity for the nominee to express an interest in purchasing the asset and another window of opportunity to bid to purchase it - 6 months in total.

For these purposes a nomination can be made to Durham County Council for inclusion in their list of assets of community value, provided it is made by

- i) a parish council in respect of land in England in the parish council's area,
- ii) a community council in respect of land in Wales in the community council's area,
- iii) a person that is a voluntary or community body with a local connection

A local group has contacted the Council to see if they wish to support the registration of a community asset namely the former R.W.D. Motor Body Repairers to the back of Western Hill Durham DH1 4RG. Full details of the application are attached to the agenda.

You will note this is in the name of the parish council at the moment however, other persons or voluntary or community bodies with a local connection can make a nomination too.

DECISION REQUIRED	For members to read the content of the attached nomination form and to decide whether the council has any interest in seeking to nominate this particular building as an asset of community value and or any interest in purchasing this a community asset should it ever come up for sale.
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**AGENDA ITEM 10: FUNDING AVAILABLE TO CELEBRATE ARMED FORCES DAY
(UK)**

The Ministry of Defence (MoD) is offering funding for community celebration events and activities taking place on or around Saturday 29 June 2018 - Armed Forces Day 2019. Grants of up to £10,000 to cover up to 50% of the costs involved in running and event may be awarded.

Event organisers should in the first instance register their event on the Armed Forces Day website.

Local councils, community organisations, schools, ex-service organisations and individuals in the UK are eligible to apply for events that:

- Are held within 2 weeks of the Armed Forces Day, including the weekend. between Saturday 22 June – Sunday 7 July 2019
- Have 'Armed Forces' in the event title
- Are relevant to today's serving Armed Forces
- Have free access to members of the 'Armed Forces Family' – Serving personnel, Veterans, Cadets and their Families (though charges may be made for parking, programs etc.)
- Are not centred around Fundraising or Recruitment

The Armed Forces Day website provides ideas, inspiration and resources including posters and decoration ideas; there is a dedicated resource page for schools that includes assembly kits.

The deadline for submitting applications is Monday 1 March 2019

DECISION REQUIRED	For members to read the content of the information shown above and make a decision as to whether they wish to participate in this event and apply for the necessary grant.
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AGENDA ITEM 11: SUGGESTED CITY OF DURHAM PARISH COUNCIL GRANT POLICY AND APPLICATION FORM

City of Durham Parish Council Grants Policy

City of Durham Parish Council is funded by the residents of City of Durham and has limited funds available to assist community organisations located and working in our Parish for the benefit of the community.

Subject to funding being available, City of Durham Parish Council is committed to providing assistance and support to local community organisations which are set up to promote community life for our residents. The Council's financial support is provided by way of Grants, which are decided against criteria set by the Parish Council.

In order for the Council to be able to assess each application thoroughly, it is necessary to assess all applications received against a range of criteria.

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of our Parish.
- Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis.

The Aims of the Council's Grant Policy

City of Durham Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all parishioners of City of Durham to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for grants varies each year, depending on the overall council budget.

The Parish Council particularly welcomes applications from small or newly formed groups and those that have not applied to us before.

The Parish Council is able to consider small grant applications throughout the year.

The maximum that can be allocated to each grant application is **£XXX**

City of Durham Parish Council uses the following criteria to decide on grant applications:

- The organisation (even if it is a national organisation) is based or has a branch locally and benefits local residents
- Can demonstrate a record of, or potential, benefit to the Parish.
- The organisation can demonstrate how the money will be used.
- A group bank account must be held. Cheques WILL NOT be made payable to individuals
- A copy of the last audited accounts to be included

City of Durham Parish Council will not fund the following:

- Organisations that do not provide a service to the Parish of City of Durham.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.

- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

City of Durham Grants - Grants are usually offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

The application process

Groups must apply for funding using the appropriate application form.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Council committee for consideration.

All applicants will be notified of the Council's decisions.

Payments

Grants will only be paid to the named organisation.

Monitoring and reporting requirements

As a condition of receiving a grant from City of Durham Parish Council, groups are expected to provide the Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

General grant conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from City of Durham Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or impact on future grant assistance.

CITY OF DURHAM PARISH COUNCIL

GRANT APPLICATION FORM
VOLUNTARY ORGANISATIONS

FINANCIAL YEAR 2018-19

APPLICATION MADE BY _____

ON BEHALF OF _____
(ORGANISATION)

1 ADDRESS AND TELEPHONE NUMBER OF ORGANIZATION _____

2 IN WHAT YEAR WAS YOUR ORGANISATION FORMED? _____

3 WHAT IS YOUR CURRENT MEMBERSHIP? SENIOR _____ JUNIOR _____

4 PLEASE GIVE A DESCRIPTION OF YOUR ORGANISATION'S AIMS AND OBJECTIVES _____

5 IS MEMBERSHIP OF YOUR ORGANISATION BY SUBSCRIPTION? IF SO, WHAT ARE YOUR RATES? SENIOR _____ JUNIOR _____

6 YES / NO* (*Delete as appropriate)

IS YOUR MEMBERSHIP
OPEN TO THE GENERAL
PUBLIC?

7 DESCRIPTION OF
PROJECT OR PURPOSE
FOR WHICH A GRANT
IS REQUIRED

8 ESTIMATED TOTAL
COST OF PROJECT

9 AMOUNT REQUESTED
FROM CITY OF DURHAM
COUNCIL

10 WHAT ARE THE TOTAL
FUNDS AVAILABLE
FROM YOUR
ORGANISATION
TOWARDS THIS
PROJECT?

11 HAVE EITHER YOU OR
OTHER MEMBERS OF
YOUR ORGANISATION
APPROACHED OTHER
AUTHORITIES OR
SOURCES FOR FUNDS
TOWARDS THIS
PROJECT?

12 WHAT WERE THE
RESULTS OF THESE
APPLICATIONS?
(PLEASE INDICATE
AMOUNTS PLEDGED)

13 HAVE YOU ANY PLANS
FOR RAISING THE

ADDITIONAL FINANCE
FOR THE PROJECT?

14 PLEASE SUPPLY A COPY OF YOUR ORGANISATION'S ACCOUNTS

15 PLEASE CONFIRM THE
PROPORTION OF
GRANT THAT WILL BE
SPENT IN THE CITY OF
DURHAM

16 PLEASE COULD YOU
CONFIRM IF YOUR
ORGANISATION WILL
BE REFERENCING THE
FINANCIAL
CONTRIBUTORS TO
THIS PROJECT IN ANY
PUBLICITY? IF SO,
PLEASE PROVIDE
DETAILS?

17 PLEASE PROVIDE
DETAILS AS TO
WHICH OF THE
PARISH COUNCIL'S
PRIORITIES YOUR
GRANT APPLICATION
RELATES

DECLARATION

I HEREBY DECLARE ON BEHALF OF

_____ (ORGANISATION)

THAT:

- (i) This application is submitted on behalf of a non-profit making Voluntary Organisation.
- (ii) To the best of the Organisation's knowledge, the particulars on this application are correct.

I undertake, on behalf of the Organisation, that the grant or such part of it as City of Durham Parish Council may determine, will be repaid in the event that the Organisation is found to be in breach of the above, or if the facilities cease to be used for the purpose for which the grant is given, or if the project winds up within five years.

SIGNED _____

(STATUS) _____

DATE _____

DECISION REQUIRED	For the comment of members and approval of Grant Application form if considered adequate to meet the needs of council.
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AGENDA ITEM 12: REPORT ON ELECTRONIC COMMUNICATIONS AND E-MAIL USAGE

Overview

E-mail is regularly used for the management and administration of City of Durham Parish Council and the use of electronic communications is a major factor in delivering improvement for the area we serve.

At present, the Parish Council has a website which is hosted by Durham County Council (DCC) on their server using WordPress at a cost to the Parish Council.

Some Councillors are also presently using personal e-mail accounts to carry out their duties on the Parish Council and must be aware that the same rules pertaining to the Freedom of Information Act and GDPR also apply to their personal e-mail accounts.

Brief

It is proposed that the Parish Council seeks to acquire Parish Council e-mail accounts for the Clerk and all Members. Councillors also commit to using these accounts solely for the use of carrying out their duties on the Parish Council.

The County Council is able to organise a gov.uk e-mail facility for us at a cost. The Parish Council will also be required to purchase a domain which the County Council will attach to the website. At present, the County Council is still to confirm the cost of this, but it is unlikely to be high.

An example of the e-mail style for Councillors could be: adam.shanley@cityofdurham-pc.gov.uk

Policy

A policy pertaining to electronic communication is provided with this report. Should the Council agree to accept this policy, the Clerk will be responsible for the administration of this policy on behalf of City of Durham Parish Council and will report any breaches to the Chair of the Council for advice about further action.

Councillors are informed that e-mail messages have the same status in law as written correspondence (letters and faxes) and are subject to the same legal implications, e.g. may be required to be disclosed in Court.

Councillors are required to apply the same high standards to emails as those applied to written correspondence.

Please see the Policy document shown below.

CITY OF DURHAM PARISH COUNCIL

Electronic Communication Policy

The use of digital and electronic communication enables City of Durham Parish Council to interact in a way that improves the communications both within the Parish Council and between the Parish Council and the people, businesses and agencies it works with and serves.

The Parish Council has a website (<http://cityofdurham.parish.durham.gov.uk/>) and uses e-mail to communicate. The Parish Council will always try to use the most effective channel for its communications. Over time the Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this policy will be updated to reflect the new arrangements.

Communications from the Parish Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information, other than necessary basic contact details;
- Be compliant with GDPR policies adopted by the Council;
- Only official Council gov.uk e-mail accounts will be used to carry our Parish Council business;

In order to ensure that all discussions on the Parish Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abusive language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Parish Council members or staff, will not be permitted.
- Share freely and be generous but be aware of copyright laws and the Right of FOI; be accurate and give credit where credit is due.
- Stay on topic.

Parish Council website.

Where necessary, we may direct those contacting us to our website to see the required information, or the Clerk may forward a query from a member of the public to one of our Parish Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Parish Council email.

The Clerk to the council has his/her own email address (**proposed:** parishclerk@cityofdurham-pc.gov.uk). The email account is monitored mainly during

office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can.

The Clerk is responsible for dealing with correspondence received and passing on any relevant e-mails to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and otherwise will always be copied to the Clerk.

Emails to the Parish Council become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

SMS (texting).

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Internal communication and access to information within the Parish Council.

The use of electronic communications is a major factor in delivering improvement. Parish Councillors are expected to abide by this policy in all their work on behalf of the Parish Council.

As more and more information becomes available electronically, it is vital that all information is treated sensitively and securely. Parish Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Parish Council's policy and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should be careful only to cc essential recipients on emails and avoid use of the 'Reply to All' option (whilst ensuring that the people who need to know the information are copied in) and ensure that email trails have been removed.

This policy will be reviewed as and when considered appropriate.

DECISION REQUIRED	<p>It is Recommended that</p> <ol style="list-style-type: none">1. Councillors are asked to give their permission to set up new gov.uk email accounts for councillors to use solely for parish council business2. Councillors are asked to formally adopt the Electronic Communications Policy as set out in this report3. Councillors are asked to commit to avoid the use of personal/business/part political email accounts for parish council business from such time as the new gov.uk email accounts are set up.
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AGENDA ITEM 13: SECTION 106 AGREEMENT CONSULTATIONS

On the 12 December the parish council was asked to provide any comments it may have on an application recently submitted to the County Council by The Waddington Street Centre seeking approval for the allocation of monies presently being held in the Authorities 106 account.

Monies are available for this proposed use within the electoral division and as such, the proposal is considered to have merit in principle. However, a final decision on the

request will only be made when the application has been considered at a forthcoming meeting of the Council's Section 106 working group.

In accordance with standard procedures the County Council would be obliged to receive any comments from the council within 21 days.

The proposal

Waddington Street Centre is a small mental health charity of over 35 years standing in Durham. They are in the process of reviewing their IT with a view to making an investment to bring the system up to date. Details of their full proposal are as follows:

Waddington Street Centre (WSC) is a well respected and long established charity based in Durham City that specialises in the provision of a wide range of learning opportunities for people experiencing severe and enduring mental health difficulties. Foremost amongst the activities provided at WSC is art in its widest sense including poetry and music but honing this down, fine art, digital art and sculpture. Getting people interested in art and culture when they perhaps do not have a history of engagement is best achieved by creating opportunities within a safe and familiar environment with people they know and trust. The making of any art work can be a scary task because we are taught to value the end product more so than the process. It is the process that we can most learn and take enjoyment from, preferably with others. Engaging in this process helps people to take notice of what is around them, develop greater problem solving skills, get better at making decisions and simply enjoying the process. Art and culture has often been the means by which those most marginalised in society have been able to find their voice – this is what we look to achieve at WSC.

Having the opportunity to try an arts activity can also create a lifelong interest for the individual. Being the catalyst for people to create or re-discover this interest is important to us, art in all its various forms tends to bring vulnerable people together, tackles loneliness and can create a sense of purpose and a positive outlet for once negative feelings.

In applying for Section 106 funding we are looking to upgrade with state of the art technology, and further enhance, our digital offering across the centre to the many 'users' of WSC Please see attached

The centre has also applied to seek match funding from the Scotto Trust to help with the upgrading of their current IT system. It is hoped that if successful the Scott Trust would be used in tandem with the section 106 funding to achieve completion of their scheme.

Their funding from section 106 monies is sought for one or more of their funding areas totalling £26,630 and they are trying to access section 106 monies from the following agreements CAMA/43 Mount Oswald Inst 1, CE/13.01667/FPA Sheraton Park, 4/12/01083/ FPAPotters Wynd, 11/00993/FPA Brakespeare scheme.

DECISION REQUIRED	Councillors are asked to provide any comments they wish to make regarding this section 106 submission by the Waddington Centre.
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