



City of Durham Parish Council

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Date of Summons: 8th November 2023

SUMMONS

To all Members of the City of Durham Parish Council's Environment Committee: Councillors V Ashfield, L Brown, D Freeman, R Friederichsen, C Lattin and S Walker.

You are hereby summoned to attend the **Environment Committee meeting** to be held **via Zoom at 13:00pm on Tuesday 14th November 2023** for the purpose of transacting the following Agenda business as shown.

The link to join this meeting is below:

<https://us02web.zoom.us/j/84346557117>

Meeting ID: 843 4655 7117

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

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

Yours faithfully,

A. Shanley

Mr Adam Shanley
Clerk to the City of Durham Parish Council

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 10th OCTOBER 2023**
- 4. PUBLIC PARTICIPATION**
- 5. TO CONSIDER THE LATEST NEIGHBOURHOOD WARDEN REPORT**
- 6. TO REVIEW THE ENVIRONMENT COMMITTEE'S STRATEGIC AIMS FOR 2024/25** – report included.
- 7. TO CONSIDER THE ENVIRONMENT COMMITTEE'S BUDGET FOR 2024/25** – report included.
- 8. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:**

8a. To decide:

- I) To consider the proposed draft plans for the works to Durham Market Place – plans and report to be distributed.
- II) To agree the winner of the Parish Council's Green Business Award 2023.
- III) To agree to launch this year's Best Christmas Business Frontage Awards.
- IV) To discuss the recent meeting regarding the University's Green Move Out operation in Durham City and planning for next Move Out.
- V) To consider launching a slow cooker project alongside local students.
- VI) To agree a recycling leaflet to go around areas with high student population.
- VII) To consider the proposal to contract additional administrative support for the Committee.

8b. To complete:

- I) To receive an update on the creation of an Emergency Plan for the parish area.
- II) Update on the work of the Wear Rivers Trust.
- III) To agree a date for community tree planting at Laburnum Avenue/Lawson Terrace.
- IV) To consider the latest update on the project to make Boyd Street an exemplar for other streets around Durham.

- 9. AOB** (please note for information only and not for formal decisions).

10. DATES OF FUTURE MEETINGS

9th January 2024
13th February 2024
12th March 2023

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Environment Committee held on Tuesday 10th October 2023 at 13:00pm via Zoom

Present: Councillors C Lattin (Chair), V Ashfield, D Feeman, R Friederichsen and S Walker.

Also present: Parish Clerk A Shanley.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Liz Brown.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 12th SEPTEMBER 2023

The minutes of the meeting held on 12th September 2023 were unanimously agreed as a true and accurate record of proceedings.

4. PUBLIC PARTICIPATION

None received.

5. TO CONSIDER THE LATEST NEIGHBOURHOOD WARDEN REPORT

The Committee welcomed the excellent report by the Parish Council's Neighbourhood Wardens and **agreed** to formally thank Kirk and Antony for their exceptional work.

The Committee particularly noted the huge scope of the role Kirk and Ant have as Wardens and all they do for the City of Durham parish area. From taking discarded clothes to charity shops, helping someone who had fallen whilst out on patrol, dealing with abandoned vehicles, to the everyday clearing and keeping our City clean.

6. DISCUSSION OF ENVIRONMENT COMMITTEE PRIORITIES:

6a. To decide:

- i) To consider a proposal to create an Emergency Plan for the parish – documents attached.**

The Chair reminded Members that she had previously proposed the creation of an Emergency Plan to the Committee and advised that she was still very keen to pursue this project.

The Chair particularly highlighted the support available for such a project through DCC's specialist civil contingencies team, the work for which is led by Laura Dobson at DCC.

The Chair also highlighted that this Plan would not replace the work of emergency services but would rather offer extra reassurances during events such as Storm Arwen, etc. about the availability of volunteers and particularly those volunteers with any specialist skills, etc.

The Chair advised that she would like to arrange a meeting with each of the Local Residents Groups across the parish area to seek their support with this initiative. The Committee fully supported this project and the Clerk advised that he would ensure that this formed part of the Agenda for the next Community and Residents' Association Forum (CRAF) meeting.

The Chair thanked the Committee for their support with this project.

ii) Update on DCC's progress on climate action and to discuss DCC engagement with the Town and Parish Council sector

Councillor R Friederichsen advised that the Parish Council was still awaiting a response to its letter on climate action and what proactive role the Town and Parish Council sector can take in the consideration of the Council's next stages of the Climate Emergency Response Plan. Councillor R Friederichsen advised that he was aware that the Cabinet would soon be considering a proposal in relation to the next stages of the Response Plan.

Councillor D Freeman advised that he understood that a response had been sent but confirmed that he would chase this up on behalf of the Committee.

iii) To consider the proposed draft plans for the works to Durham Market Place – plans and report to be distributed

The Clerk advised that the officers leading on this project at DCC had been unable to draft the plans for these works in time for this meeting and it was therefore **agreed** to defer this item until the October Environment Committee meeting.

6b. To complete:

I) Update on the recently launched Green Award for local businesses

The Clerk confirmed that to date 8 responses had been received as part of the Parish Council's Green Business Award competition. The Clerk thanked Councillors for their ongoing support to promote this and advised that a decision on the winner would be decided at the October Environment Committee meeting.

II) Update on improvements to the community garden area at the top of Lawson Terrace

Councillor S Walker advised that the clearing of the land had taken place successfully and took the opportunity to thank DCC and colleagues for their work and support with this project.

Councillor S Walker confirmed that the trees order had been submitted and that the intention was to carry out a planting day in November with the trees and perhaps some other plants.

The Committee thanked Councillor Walker for her work on this project.

6c. To note:

- I) To note the ongoing efforts to make Boyd Street an exemplar of a predominantly student-occupied street through ongoing landlord engagement.**

The Clerk highlighted the interest from Elvet Residents Association to make Boyd Street an exemplar street of how an area with a high student population living within it should look. The Clerk advised that he had raised this with Clean and Green and the Highways teams at DCC and, although options were limited due to the lack of available public space, ERA and a local landlord were keen to have a site visit and explore options to improve the appearance of the street.

The Clerk advised that he was aware that ERA had invited Helen Weston, another local landlord in Boyd Street, to this site visit and that Helen had confirmed she would like to attend and support such a project.

Members liked the idea of green/ sedum-roofed bin shelters down the sides of the properties at the end of the road and noted that there were concerns from Highways regarding hanging baskets over the public highway.

The Clerk advised that he had provisionally arranged a site visit on 18th October and asked if any Member might wish to attend this meeting. Councillor V Ashfield confirmed that she would be available to attend this meeting with officers.

7. AOB

The Clerk highlighted that the PRoW volunteer day would be taking place on 14th October 2023 and thanked all those Members involved in this project.

The Clerk also highlighted that he was pursuing the project of a mural on East Atherton Street and the Committee asked that there be more of a focus on greenery as opposed to mining heritage as part of the design of the mural and expressed a preference to receive 3 design concepts for this project.

The Committee advised that they would like to see the Parish Council pursue the idea of seeking some administrative support for the Clerk as part of the work of this Committee.

8. DATES OF FUTURE MEETINGS

14th November 2023

9th January 2024

13th February 2024

There being no further business, the Chair thanked all those present for attending and for their contributions and closed the meeting.

Signed,

**Chair of the Parish Council's Environment Committee
(10th October 2023)**

ITEM 6: TO REVIEW THE ENVIRONMENT COMMITTEE'S STRATEGIC AIMS FOR 2023/24

Councillors are reminded that the Parish Council has agreed to formulate its strategy for 2024/25 ahead of the budget setting process in January 2024.

As part of this, all Parish Council Committees are being asked to agree their priorities for the forthcoming financial year so that this can feed into the Parish Council's budget agreement.

For this current year, Members have agreed that the five overarching priorities for the Parish Council are as follows:

1. Being an ambitious voice for the city
2. Enhancing the physical and mental wellbeing of our residents and addressing inequalities in our parish
3. Upholding the Neighbourhood Plan and representing the parish on planning matters
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish
5. Taking action to combat the climate and ecological emergencies.

Looking Forwards

The 'Looking Forwards' document has also been included as part of this work. 'Looking Forwards' is a companion document to the Durham City Neighbourhood Plan and has been developed by the City of Durham Parish Council Neighbourhood Plan Working Party. It is built on the aspirations and views as expressed by local people for their City during the five years of preparation of the Plan. It looks forward to greater involvement of the community in making Durham a more creative and sustainable City.

In addition to the five overarching aims of the Council, the Environment Committee also agreed the following priorities for this year:

Environment Committee

Council priorities 2023/24	Environment priorities 2023/24	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Engaging with and responding to residents of all ages and backgrounds in environment-related work Mobilise Volunteer groups Work with young people and respond to their concerns	Theme 6: A City with an enriched community life.

2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Promote cleaner air, a cleaner river, green spaces, and streets for living across the city. Reduction in light pollution. Reduction in night time noise. Sustainable travel	Theme 1: A City With A Sustainable Future Theme 5: A City With A Modern And Sustainable Transport Infrastructure
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Work with all relevant committees to ensure the climate and ecological emergencies are considered in all planning matters. Sustainable housing	Theme 4: A City with attractive and affordable places to live
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Improve and protect the appearance of the city and its heritage.	Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	Be proactive and collaborate with all partners (including Parish Council committees, Durham County Council, residents, developers, landlords, and other businesses) to coordinate our impact on the climate and ecological emergencies and increase community resilience. Encourage sustainable Travel Increased awareness and action on climate change. Tackle the ecological emergency	Theme 1: A City With A Sustainable Future Theme 5: A City With A Modern And Sustainable Transport Infrastructure

DECISION REQUIRED	For Members to consider the above report and agree the Environment Committee priorities for 2024/25.
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ITEM 7: TO CONSIDER THE ENVIRONMENT COMMITTEE'S BUDGET FOR 2024/25

As Members are aware, the Parish Council is required to agree its budget and precept request for the forthcoming financial year in January 2024.

In order to assist the Council in agreeing both the budget and precept for 2024/25, each Committee of the Council is being asked to propose a budget against their individual identified priorities for next year.

Members are reminded that the Parish Council has recently renewed its Service Level Agreement for an enhanced neighbourhood warden service in the parish with Durham County Council for a further 3 years.

Members are also reminded that the Parish Council has previously committed to co-fund the Safety of Women at Night hub in the City with other partners.

In view of these ongoing commitments and other projects by the Environment Committee, the following budget is proposed:

Environment Committee

Item of expenditure	Cost (£)
PRIORITY 1: Additional policing and safety for the parish area	
Enhanced SLA with Durham Police for late night policing	£30,000.00
Safety of Women at Night Hub	£8,000.00
PRIORITY 2: Noise abatement	
Building on the <i>Shhh...11pm to 7am</i> campaign	£2,000.00
PRIORITY 3: Clean Air, Clean and Green City	
Durham in Bloom	£10,000.00
PRIORITY 4: Engaging the youth in the work of the Parish Council	
Project working with young people	£5,000.00
PRIORITY 5: Improving the appearance of our City	
Neighbourhood Warden SLA	£10,000.00
Christmas frontages awards	£1,500.00
PRIORITY 6: Recycling	
Terracycle scheme	£3,000.00
Green business award	£1,000.00
PRIORITY 7: Enhancing the River Wear	
Supporting the work of the Wear Rivers Trust	£5,000.00
PRIORITY 8: Improving access to facilities	
Improving the toilets at Durham Indoor Market	£10,000.00
TOTAL PROVISION IN 2024-25 AGAINST PRIORITIES	£85,500.00

DECISION REQUIRED

For Members to consider the above report and agree a proposed budget for the Parish Council's Environment Committee.