

City of Durham Parish Council

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Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that the annual meeting of the **FULL COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL. DURHAM. DH1 3NJ** on **THURSDAY 23rd FEBRUARY 2023 at 7:00pm** to transact the following business:

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 26TH JANUARY 2023**
- 4. PRESENTATION BY STUDENT ACTION FOR REFUGEES (STAR) ON THEIR WORK IN DURHAM**
- 5. PUBLIC PARTICIPATION**
- 6. COMMITTEE UPDATES**

- **Planning and Licensing Committee minutes from meetings held on 6th January, 20th January and 3rd February 2023**

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

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

- **Environment Committee minutes from meetings held on 10th January 2023**

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

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

- **Business Committee minutes from meetings held on 9th November 2022**

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

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

- Proposal to support Durham Pride 2023 event as part of 10th Anniversary.

- 7. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 26th January 2023.

- 8. PROPOSAL TO REQUEST A VOLUNTARY CONTRIBUTION TO THE PARISH COUNCIL PRECEPT FOR FINANCIAL YEAR 2023/24**
- 9. DCC CONSULTATION ON DRAFT HOMELESSNESS AND ROUGH SLEEPER STRATEGY**
- 10. PROPOSAL TO CO-HOST AN EVENT TO OFFICIALLY RECEIVE THE CITY'S BEACON AT JUBILEE WALK**
- 11. DCC REVIEW OF THE PUBLIC SPACE PROTECTION ORDER FOR DOG OWNERSHIP 2023**
- 12. DCC REVIEW OF TRAFFIC SENSITIVE STREETS ACROSS COUNTY DURHAM**
- 13. TO REVIEW THE MEMBERSHIP OF THE PARISH COUNCIL'S PLANNING AND LICENSING COMMITTEE**
- 14. REPORT FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS**
 - Report by Cllr E Ashby on the most recent meeting of the County Durham Association of Local Councils.
 - Report by Cllr A Doig on the most recent meeting of the Parish Council's Community and Residents Association Forum (CRAF).

And pursuant to the provisions of the above-named Act, **I Hereby Summon You** to attend the said meeting.

Adam Shanley
Clerk City of Durham Parish Council

City of Durham Parish Council

Minutes of the meeting of the City of Durham Parish Council held on Thursday 26th January 2023 at 19:00 in the Lantern Room, Durham Town Hall. Durham. DH1 3NJ

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

Also present: Parish Clerk Adam Shanley, Inspector Dave Clarke (Durham Police), Ms Zara Worth, Mr Roger Cornwell, Mr John Ashby and Mr Barry Gower (members of the public).

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

Apologies were received from Councillors R Hanson, G Holland and D Freeman.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Councillor L Brown declared an interest in relation to the STACK application and took no part in the discussion or vote on this item.

3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 24TH NOVEMBER 2022

The minutes of the meeting held on 24th November 2022 were unanimously **agreed** as a true and accurate record of proceedings.

In agreeing the minutes of the meeting of 24th November 2022, it was also **agreed**, following a proposal by Cllr E Ashby, that, where a motion has been amended during the meeting (and the final agreed motion is already minuted), the original motion is also minuted for ease of reference.

4. PUBLIC PARTICIPATION

Ms Zara Worth advised that she was attending the meeting on behalf of the Elvet Residents Association with a general interest in all Agenda items.

Mr Roger Cornwell advised that he was attending the meeting to hear discussions on STACK application item.

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

Mr Barry Gower advised that he was attending the meeting as Chair of the Durham Access for All Group and, with the Chair's permission, would like to contribute to the discussion under item 7 of the Agenda.

5. COMMITTEE UPDATES

• Planning and Licensing Committee

Councillor S Walker presented the minutes from the Planning and Licensing Committee meetings held on 11th November, 25th November and 9th December 2022. There being no questions from Members, Councillor S Walker moved on to Committee reports.

- **To consider the outcome of the recent licensing application for STACK, 4-6 Silver Street**

Councillor S Walker reminded Members that the recent licensing application for STACK at Silver Street was recently approved at the Council Council's Statutory Licensing Sub-Committee held on Thursday 19 January 2023. Councillor S Walker highlighted that this is a major proposal within the parish area and the application was the subject of a number of local objections, including local Residents' Associations, the City of Durham Trust and the Parish Council.

No responsible authority (in relation to the Licensing Act 2003) objected to the proposals although the Fire Authority had requested that a suitable and sufficient fire safety risk assessment must be carried out in order to comply with the above Order."

Councillor S Walker reminded Members that, in particular, the Planning and Licensing Committee were concerned about impact in terms of noise disturbance to local residents associated from the roof terrace area of the premises and takeaway food as well as concerns about the proposed emergency exit of Moatside Lane, which is unlit, on a gradient, extremely narrow and cobbled.

Councillor S Walker advised that the Planning and Licensing Committee meeting of 20th January 2023 considered whether an appeal of this decision would be possible and it was agreed that this matter should be put forward to Full Council.

The Clerk highlighted the importance for Members to consider that there is a financial and reputational risk to the Parish Council if such an appeal were unsuccessful. The Clerk advised that he is looking into costs for legal representation at the Magistrates Court.

Councillor E Ashby expressed disappointment that this proposal had now been approved with so many outstanding matters relevant to how the premises operates being left to supplementary documents.

Councillor E Ashby also highlighted a recent example of another licensed premises where the fire exit was totally unsuitable but which had been approved by the Fire Authority. Councillor E Ashby advised that she felt that the arrangements for STACK were equally unsuitable in terms of its fire exit.

Councillor N Brown asked if the Parish Council might be able to invite the Fire Service to a future meeting in order to talk through their processes for reviewing fire exits.

Councillor E Scott advised that she welcomed the proposal of STACK coming to Durham and advised that she had full confidence in the Fire Authority to review this case appropriately.

Councillors S Walker and R Ormerod advised that, whilst there were certainly aspects of the proposal which concerned them, they did not believe an appeal would be successful.

Mr Roger Cornwell also confirmed that the City of Durham Trust would not be supporting an appeal of this decision but confirmed that they would be putting a robust objection to the planning application for this premises.

It was **agreed** (by 8 votes in favour and 2 against) that the Parish Council should not appeal the recent decision by Durham County Council in respect of the STACK licensing application.

- **Environment Committee**

Councillor C Lattin presented the minutes from Environment Committee meetings held on 8th November and 13th December 2022. There being no queries from Members, Councillor C Lattin moved on to Committee updates.

- **Report by Cllr R Friederichsen on Climate Emergency Response: Update and suggested actions for 2023**

Cllr R Friederichsen presented a report to update Full Council on Durham County Council's current Climate Emergency Response Plan (2022-2024) and its reception by Durham city and county residents.

Councillor R Friederichsen advised that his report sets out a number of actions for the City of Durham Parish Council to contribute to a more effective and participatory local government response to the climate emergency.

Councillor R Friederichsen highlighted that the summer of 2022 has seen an acceleration of the climate crisis. Record temperatures were recorded across the UK, including 36.9 degree Celsius measured on 19 July in Durham City. The summer's drought across large parts of continental Europe is thought to have been the worst in 500 years. The continuing acceleration of the climate emergency makes it more urgent than ever to retain the focus on climate action across all areas of the City of Durham Parish Council (CoDPC) and all levels of government. This encompasses mitigation and adaptation measures.

Councillor R Friederichsen highlighted a number of important issues which may necessitate the Parish Council's engagement as follows:

- 1. Parish Councils are yet to play a clear and active role in CERP 2 and its successors:** Parish Councils are only mentioned indirectly in CERP 2, in connection with Area Action Partnerships. This almost complete absence of Parish Councils in CERP 2 represents a strategic gap in it because climate action will increasingly require behavioural changes affecting everybody's everyday life and the most local layer of local government should play a key

role in effecting behavioural changes by leveraging its close connections to residents.

Suggested action: CoDPC should request clarification from DCC on how they intend to ensure that Parish Councils across the county become active supporters of and contributors to the implementation of CERP 2.

2. DCC must account to residents on adherence to decarbonisation

targets: The concept of carbon budgets is introduced, laudably, in CERP 2 as the overall measure of success of DCC's climate action; this includes accounting for CO₂ sequestration through ecosystem protection and restoration. There is, however, no mechanism set out for Durham citizens to know whether DCC is meeting its decarbonisation targets (see CERP 2, page 8).

Suggested action: CoDPC should request clarification on how all parish councils will be regularly informed about progress as assessed by the Net Zero Carbon Board (see page 87, CERP 2) to ensure accountability. CoDPC should consider what role it wants to play in the 2023 Durham Citizens' Forum on Climate Action which offers a means to inform and engage residents in CERP 2-related efforts.

3. Reduce air travel: The need to reduce air travel (change target 7; see Appendix 1) is not mentioned in CERP 2, despite County Durham holding investments in Newcastle Airport. This clear internal contradiction led independent researchers to demand that "County Durham seriously consider strategies for significantly limiting emissions growth from aviation and shipping".

Suggested action: CoDPC should request clarification on DCC's position on reducing air travel, the plans for investment in Newcastle Airport, and what action DCC is taking to encourage behaviour change towards less air travel, and the importance of consumption patterns in its climate change communication.

4. Make key CoDPC work strands address the climate and biodiversity

emergencies: Among the CoDPC's biggest spending items are Durham in Bloom and a retail consultant's advice being offered to Durham city businesses.

Suggested action: For full council to invite the Business and Environment Committees to review and amend, if necessary, the contractual arrangements for Durham in Bloom and the retail consultancy support to businesses to ensure they align with the relevant CSE's change targets. This means that future contracts must include as priorities one or several of the overall aims and actions to a) Reduce greenhouse gas emissions, b) support local adaptation to climate change, and c) restore biodiversity and natural carbon sinks.

Members thanked Councillor R Friederichsen for his report. Members **agreed** (by 9 votes in favour and 2 against) to the suggested actions under points 1-4 above.

- **Proposal to fund the Durham City heritage trail map as part of the 80th Anniversary of the City of Durham Trust**

Councillor C Lattin reminded Members that the Parish Council had recently launched a 7 Hills trail map of Durham which was designed and created by David Miller. Since the creation of these leaflets, 5,000 have been distributed across the Parish Council area and the user experience feedback received has been overwhelmingly positive.

Councillor C Lattin advised that, in order to mark the important 80th Anniversary of the City of Durham Trust, Members had previously agreed to progress the creation of a Durham City Heritage trail map and this has again been designed by David Miller and a copy of this map was included in all hard copies of the Agenda and provided at the meeting tonight.

Since gaining the endorsement of the Environment Committee and an agreement for a virement of funds from the Parish Council's Finance Committee, Councillor C Lattin highlighted that the Clerk has been working with both David Miller and John Lowe, Chair of the City of Durham Trust on the design of the works.

Councillor C Lattin advised that much of the content from the 7 Hills map was able to be re-used by the same designer and this has significantly cut the costs of producing this leaflet. The Clerk also advised that David Miller has confirmed his acceptance of the content of the map as is now produced.

The Clerk advised that the total costs for production and printing were £1,882.90. However, the City of Durham Trust has agreed to fund 50% of the total cost of producing this leaflet.

Members unanimously **approved** 50% of the associated total costs of producing and printing the Durham City Heritage trail map as part of the 80th Anniversary of the City of Durham Trust.

Members unanimously **agreed** to write formally to David Miller to thank him for his exceptional work on this new leaflet.

• Finance Committee

Councillor A Doig presented the minutes from the Finance Committee meeting held on 22nd November 2022. There were no queries from Members.

6. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 24th November 2022 as follows:

The Chair thanked all Members who have participated so actively over the last few months in the budget setting process. The Chair advised that he was aware of how much work has gone into this at an early stage.

The Chair expressed his delight at the great success of the Parish Council's new Teracycle boxes in the Boots Market Place store and thanked both Councillors Ashfield and Lattin for negotiating this so well with Boots. The Chair advised that

he looked forward to seeing that continuing as it appears to have been very popular to date and a real gap in the recycling market here in Durham.

The Chair also extended his thanks to both Councillors Brown and Lattin for managing to negotiate Shopmobility's involvement in major events such as Lumiere and Durham Miners' Gala. The Chair advised that he was aware that this has been an issue raised at previous Access for All Groups and we are delighted to have worked with all parties to a satisfactory outcome. The Chair expressed that no person should be disenfranchised from enjoying any event in Durham City due to their mobility.

On the subject of events, the Chair expressed his delight at seeing Durham City so busy for Chinese New Year last weekend. Once again, the Durham Markets Company have shown that they can put on a wonderful event. Both the Christmas Festival and the Chinese New Year events added huge footfall to the City and – we hope – more cash behind the tills of Durham shops.

The Chair expressed his disappointment to see the resignation of one of the Parish Council's Committee Chairs earlier this month. The Chair advised that Elizabeth has been a fantastic Chair of our Business Committee and it has been wonderful to work with her in this capacity. The Chair advised that Members will want to thank Elizabeth for her work on this Committee, particularly noting Elizabeth's work to promote events in the City centre.

The Chair echoed his serious disappointment and frustration after the announcement that County Durham will not be receiving any cash from the Government's Levelling Up bids. The Chair highlighted that Durham County Council officers worked tirelessly on those bids and to near impossible deadlines. The Chair advised that the Government's Levelling Up agenda means nothing if rich constituencies in the South East, London and Richmond are given priority over areas of the North in desperate need of funding. The Chair proposed that the Council writes to our MP and the County Council to seek feedback on how and why the bids were unsuccessful.

The Chair thanked the Planning and Licensing Committee for all of their extraordinary work over the last month or so. The Chair advised that it is astonishing to see the level of detail this Committee goes into when responding to major schemes either in our parish or which have a significant impact on our area. The Chair noted that the new applications for Sniperley are now in and the Parish Council will be assessing these against relevant local plan policies as well as the adopted masterplan.

The Chair took the opportunity to thank the staff of our night hub in the City. The hub is doing extraordinary work and the Chair welcomed the recent report that the lives of two men were saved 3 weeks ago on Milburngate Bridge. The Chair advised that the value of this service is exceptional and we must safeguard this into the future.

The Chair advised that, at next month's meeting of Full Council, the Parish Council will be hearing from an organisation called "STAR" – Student Action for Refugees

in Durham. This is a serious issue at a national level at the moment and we look forward to hearing about the work of this organisation.

Finally, the Chair welcomed the news that the Parish Council's application for Quality Gold Award status has passed the first hurdle and we are expecting further feedback on our bid in the coming days.

7. UPDATE AND CORRESPONDENCE ON THE DURHAM ACCESS FOR ALL GROUP

The Chair welcomed Mr Barry Gower, Chair of the Durham Access for All Group to the meeting and thanked Barry for his recent correspondence. The Chair highlighted that the Parish Council is proud to work in partnership with the Group to ensure that all areas of the City are accessible to everyone regardless of their mobility. The Chair highlighted that Councillor L Brown takes an active role on this Group as Parish Council representative.

Barry advised that he felt that the Access for All Group was a useful Group but needed more support in recruiting new Members. Barry also advised that he would like to reach a stage whereby the Group may be consulted more on accessibility issues in the City.

Barry highlighted that A boards on certain streets were a significant impediment to those with a mobility issue and that the signage is extremely poor around the City. Barry also asked that the Access for All Group be consulted on the new Heritage Trail map.

Barry highlighted the Access for All Group's serious concerns regarding the underpass connecting the Milburngate and Riverwalk developments. Barry advised that this made access between these two sites nearly impossible for a wheelchair user.

Barry also took the opportunity to thank the Parish Council and the Parish Clerk for their support in making the Post Office in Durham City more accessible to wheelchair users and the work they have done to ensure that Shopmobility can operate during big events such as Lumiere and Durham Miner's Gala.

Councillor S Walker offered her support in recruiting new members for the Access Group.

Councillor C Lattin also advised that she will ensure that the Access Group is consulted prior to the printing of the Heritage Trail map and apologised for not consulting the Group earlier.

Councillor E Scott advised that she is hoping to establish a City Signage Working Group of all major stakeholders to look at the very serious issue of signage in the City.

Barry Gower thanked the Parish Council for their continued support.

8. PROPOSED SERVICE LEVEL AGREEMENT WITH DURHAM POLICE FOR ENHANCED POLICING OF THE PARISH AREA

Members considered a proposed Service Level Agreement with Durham Police to provide an enhanced policing service for the parish area.

The Chair thanked both Dave Clarke and the Parish Clerk for their work in producing this document and expressed his hope that Members would support this as presented. The Chair highlighted that he was aware that the issue of more policing of the parish was a major issue for local residents, as evidenced by the recent consultation carried out by the Parish Council.

The Chair highlighted that the need for this additional policing is made more urgent due to the decision by Durham University to cut its funding for policing of the City.

Dave Clarke advised that he is very pleased to be working so closely with the City of Durham Parish Council. Dave highlighted that he presently has only 3 officers covering the whole of the City and expressed his concern at the impact on resources caused by the growth in the night time economy.

Dave advised that the work of these new officers will be supported by a new Safer Streets Coordinator who will be responsible for providing anyone contacting 101 or 999 with feedback.

Dave also advised that the County Council has recently recruited a new Public Protection Officer through the new University funding and he was a fantastic Officer.

Dave advised that the Police would fund the vehicle driving around the parish area for the two new officers as part of the match funding agreement.

Members unanimously **agreed** to the proposed SLA with Durham Police, to commence from 1st April 2023 and subject to Durham Police legal agreeing the content of the SLA.

9. PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY COUNCIL, THE FREEMEN AND THE CITY OF DURHAM PARISH COUNCIL RELATING TO THE DURHAM CITY BEACON

The Clerk reminded Members that the Freeman have recently funded the creation of a beacon for the City by a renowned artist at a cost of over £10,000. The beacon is set to be completed by the end of February and installed at Jubilee Walk thereafter.

The Clerk highlighted that the project has also resulted in significance costs for the County Council with estimates of costs incurred being around £60,000-£70,000 for the project. The scheme gained planning approval in 2022 and is intended to be in place ahead of the Coronation of the new King in May 2023.

The Clerk advised that representatives from the County Council, Parish Council and the Freeman recently met to discuss a Memorandum of Understanding between all three parties in relation to the ongoing use, maintenance and insurance of the beacon.

The Freeman regard the beacon as a gift to the City and this will be supplemented by two interpretation boards to advertise the project and the artist who has worked on the beacon. The County Council has agreed to take on the maintenance and insurance of the beacon, except the burner unit.

The Clerk advised that the County Council has asked if the Parish Council would consider taking over this element of the project and also manage any events associated with the lighting of the beacon as set out in the proposed Memorandum of Understanding below.

The Council is currently investigating the possibility of a specialist company providing, storing and installing the fire burner for use during events. It is likely that the total cost for this service will be around £1,000.

The County Council will continue to maintain the Jubilee Walk area as part of the wider DLI Museum project.

Members **agreed** (by 9 votes in favour and 2 against) to the proposed Memorandum of Understanding included in the Agenda papers, subject to further clarification on which party is referred to in each section of the MoU where an "either / or" option is referenced.

10. PARISH COUNCIL STRATEGY 2023/24

The Chair reminded Members that the aim of the Parish Council's strategy is to give local residents, Councillors and Officers a clear understanding of what the council is trying to achieve and how it intends to deliver its aims and objectives. The strategy sets out what the areas of development or change the Council intends to focus on over the next year outlining those areas of service that are identified as priority aims and objectives.

Members unanimously **agreed** that the five overarching priorities for the Parish Council are:

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.

Members also unanimously **agreed** that the priorities for each Committee in 2023/24 should be as follows:

Business Committee

Council priorities	Business Committee Priorities	Looking Forwards initiative(s)
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1. Being an ambitious voice for the city	Engaging with local businesses	Theme 3: A City with a diverse and resilient economy
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Promoting responsible businesses Promoting a good experience for disabled visitors of the City	Theme 3: A City with a diverse and resilient economy
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Supporting new businesses in empty units across the city	Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Marketing Durham as a place to visit Promoting a good experience for disabled visitors of the City Hosting events and contributing through a wider partnership that add footfall to the City centre	Theme 3: A City with a diverse and resilient economy Theme 5: A City with a modern and sustainable transport infrastructure
	Contracting professional support for local businesses in the city	Theme 3: A City with a diverse and resilient economy
	Promoting businesses in the city centre and encouraging a variety of businesses to ensure wide range of choice for visitors	Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	Lobbying for extended hours of the Park and Ride service Lobbying for delivery companies to use alternative, zero-carbon transport Recognising businesses who recycle and use less packaging.	Theme 3: A City with a diverse and resilient economy Theme 6: A City with an enriched community life

Council priorities 2023/24	Environment Committee 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. To fight for zero-carbon, sustainable housing and businesses	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. Improve the quality and appearance of the River Wear. To lobby for more space for the re-establishment of a tourist information centre.	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	Theme 1: A City With A Sustainable Future Theme 5: A City With A Modern And Sustainable Transport Infrastructure

	increase community resilience. Encourage sustainable travel Increased awareness and action on climate change. Tackle the ecological emergency	
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Planning Committee

Council priorities 2023/24	Planning Committee priorities 2023/24	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Representing the Parish as a consultee on planning matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Consulting the Parish on planning matters	Theme 1: A City With A Sustainable Future
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring schemes deliver the required levels of affordable housing and adapted housing for the disabled and elderly.	Theme 4. A City With Attractive And Affordable Places To Live
	Promoting the creation and adoption of new Public Rights of Way and ensuring that they are accessible to all.	Theme 2: A Beautiful And Historic City Theme 5: A City With A Modern And Sustainable Transport Infrastructure

	Protecting our green infrastructure and assets within our parish boundary and ensuring that they are used to the best possible public benefit.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Upholding the development plans for the area i.e. Neighbourhood Plan and County Durham Plan.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	To maintain and develop an evidence-base to update the Neighbourhood Plan and comment on planning applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Protecting our World Heritage Site, Conservation Areas and designated and non-designated heritage assets.	Theme 2: A Beautiful And Historic City

	Delivering a Conservation Area Management Plan	Theme 2: A Beautiful And Historic City
	Protecting against overdevelopment	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City 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	Supporting accommodation above retail units in the City centre.	Theme 1: A City With A Sustainable Future Theme 4: A City With Attractive And Affordable Places To Live
	Supporting tourist attractions and transport infrastructure for the visitor economy	Theme 1: A City With A Sustainable Future
5. Taking action to combat the climate and ecological emergencies.	Putting green future at the heart of planning considerations	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Resisting schemes which do not deliver net zero by 2030 and supporting those which do.	Theme 1: A City With A Sustainable Future

Licensing Committee

Council priorities 2023/24	Licensing Committee Priorities 2023/24	Looking Forwards initiative(s)
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1. Being an ambitious voice for the city	Representing the Parish on licensing matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring that all new licensing applications and existing premises promote the four licensing objectives.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Empowering our residents to make informed representations on licensing matters.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Supporting a cumulative impact policy for the parish Supporting a late night-levy on licensed premises in the parish.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Making licensing as open as possible through hosting an online licensing map	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Making the City more accessible to all by representing the needs of all users in relation to pavement and outdoor seating applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
3. Upholding the neighbourhood plan and	Ensuring that the objectives of licensing and planning are aligned.	Theme 1: A City With A Sustainable Future

representing the parish on planning matters.		Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Promoting the early evening economy to families and tourists	Theme 1: A City With A Sustainable Future 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.	To encourage all new taxi licenses granted by DCC to be for low emissions/ electrical vehicles only.	Theme 1: A City With A Sustainable Future

11. PARISH COUNCIL BUDGET FOR THE FINANCIAL YEAR 2023/24

The Clerk reminded Members that there is a need for the Parish Council to have agreed its budget and to submit its precept request for the forthcoming Financial Year by the end of January 2022. In order to support this work, all of the Parish Council's Committees met last year and have submitted the following budget proposals for their work from April 2023:

Planning and Licensing Committee

Item of potential expenditure	Cost (£)
PRIORITY 1: Representing the parish on planning and licensing matters	
Professional support in responding to planning applications and licensing hearings	5,000.00
PRIORITY 2: Improving the licensed economy	
Enhanced drug searching scheme with Durham Police	600.00
PRIORITY 3: Hosting (separate) planning and licensing training events with the community	
Hosting a licensing training event	1,000.00
Hosting a planning training event	250.00
PRIORITY 4: Review of HMO licensing arrangements	
Production of a report into HMO licensing options	5,000.00

PRIORITY 5: Delivering a Conservation Area Management Plan	
Conservation Area Management Plan	5,000.00
TOTAL PROVISION IN 2023-24 AGAINST PRIORITIES	16,850.00

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	50,000.00
Safety of Women at Night hub	10,000.00
PRIORITY 2: Noise abatement	
Building on the Shhh campaign	2,000.00
PRIORITY 3: Clean Air, Clean and Green City	
Durham in Bloom	8,000.00
2 x Electric Vehicle Charging Points (Clean Air and Active Travel)	6,000.00
Tackling residential car parking in the City	0.00
PRIORITY 4: Appearance of the City	
Neighbourhood Warden SLA with DCC	10,000.00
Christmas frontages awards	2,000.00
PRIORITY 5: Recycling	
Continuation of Terracycle scheme	2,000.00
Green Award for Businesses in the parish	1,000.00
PRIORITY 6: Enhancing the River Wear	
Supporting the work of the Wear Rivers Trust	3,000.00
TOTAL PROVISION IN 2023-24 AGAINST PRIORITIES	94,000.00

Business Committee

Item of potential expenditure	Cost (£)
PRIORITY 1: Supporting Independent businesses	
Professional support for independent businesses in Durham	10,800.00
PRIORITY 2: Increasing footfall through events	

Hosting events in Durham City (Remembrance Sunday, Christmas events, Coronation 2023, miscellaneous).	25,000.00
PRIORITY 3: Business frontages awards	
Running a best Business frontage awards scheme	1,000.00
TOTAL PROVISION IN 2023-24 AGAINST PRIORITIES	36,800.00

Full Council

Item of Expenditure	Cost (£)
PRIORITY 1: Administration of Parish Council (rent, room hire, audit, insurance, printing and postage, newsletters, website, other expenditure)	17,000.00
PRIORITY 2: Training budget	2,000.00
PRIORITY 3: grants for local community and voluntary organisations	15,000.00
PRIORITY 4: Staffing costs – including salary, National Insurance contributions and workplace pension	60,516.56
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	94,516.56

Committee	Cost (£)
Planning and Licensing Committee	16,850.00
Environment Committee	94,000.00
Business Committee	36,800.00
Full Council	94,516.56
TOTAL PROVISION IN 2023-2024 AGAINST PRIORITIES	242,166.56

It is expected that the Parish Council will finish the current Financial Year (2022-23) with (approximately) £60,000 remaining in the bank account.

Of the remaining £60,000, the following was **agreed** to be ring fenced for 2023/24:

General Reserves	£45,000.00
Contingencies	£15,000.00
TOTAL	£60,000.00

12. PARISH COUNCIL PRECEPT REQUEST FOR THE FINANCIAL YEAR 2023/24

The Clerk advised that the 2023/24 tax base for the City of Durham parish area is 4,641.5. The 2022/23 City of Durham Parish Council Tax Base was calculated

at 4,494.9. The Clerk highlighted that the tax base has therefore increased by 146.6.

The Clerk also advised that the LCTRS grant payable to the City of Durham for 2023/24 is £0.

The Chair highlighted that the Parish Council's precept has been frozen at a Band D charge of £34.87 since 2018. Although the City of Durham Parish Council area has a high population, its tax income is lower than areas of similar size due to the significant number of properties exempt from Council tax because of their use as student accommodation.

The Chair also highlighted that the Band D charge in the City of Durham parish area remains one of the lowest in County Durham.

The Chair advised that the major expenditure proposed as part of this budget is the SLA with Durham Police for an enhanced policing service for which there are 3 proposed options as set out below:

Option 1

The full £65,000 costs of two additional officers met by the Parish Council (Wednesday, Friday and Saturday nights, 12 months of the year) equates to an increase of £12.90 on a band D precept.

Total precept: £257,166.56 (band D - £55.41)

Option 2

£50,000 of the total cost (£65,000) of two additional officers met by the Parish Council (Wednesday, Friday and Saturday nights, 12 months of the year) equates to an increase of £9.67 on a band D precept. The remaining funding of £15,000 could be met through a funding bid to the local AAP.

Total precept: £242,166.56 (band D - £52.17)

Option 3

No additional policing provision provided by the Parish Council - in which case there will be no increase in the precept in respect of policing. However, **please note** if the Council is minded to agree to the other priorities of each Committees (identified and agreed at Committee level), this will necessitate an increase to the band D precept charge of £6.53.

Total precept: £ 192,166.56 (band D - £41.40)

Councillors unanimously **agreed** that the precept for the Parish Council for financial year 2023/24 should be, as set out in Option 2 above, £242,166.56 and therefore the Band D charge for the City of Durham Parish Council area should be £52.17.

13. ANNUAL REPORT ON PARISH COUNCIL INTERNAL CONTROLS

Members unanimously **agreed** to the appointment of Mr Gordon Fletcher as the Parish Council's internal auditor for the financial year 2022/23.

Members unanimously **agreed** the following report on the Parish Council's internal controls:

1. RESPONSIBILITY

Regulation 4 of the Accounts and Audit (Amendment) (England) Regulations 2011 requires Councils to carry out a review of their internal controls annually before the end of the financial year.

The City of Durham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for.

In discharging this responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. SYSTEM OF INTERNAL CONTROL

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively, efficiently and economically.

The Parish Council has adopted a risk register and this is under continuing review by the Clerk and any issues arising from risk assessments carried out will be reported to full Council.

The Council

The Council has elected a Chair who is responsible for the smooth running of meetings and together with the Clerk for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its January full Council meeting each year. The January meeting of the Council also approves the level of precept for the following financial year.

The Full Council meets at least 10 times per year. The Parish Council does not usually meet in August and December.

A budget report is prepared and submitted to all of the Parish Council's Finance Committee meetings showing income and expenditure together with a budget update for all Committee spends. Any budget revision reports are also reported for information and these set out any changes to the budget as per Council decisions or any known budget over or underspends.

Clerk to the Council

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations and advises the Council on managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to. The Clerk also manages projects agreed by full Council and works with all suppliers and contractors agreed by full Council to carry out functions on behalf of the Council.

In 2022, the Council agreed a Scheme of Delegation. The power to delegate functions is set out in the Local Government Act 1972 s 101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the Full Council.

Whilst delegation is necessary it is the Council's policy that Members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

Payments

All payments made are reported to all Finance Committee meetings. The Parish Council now makes all payments via electronic banking. Two Members of the Council from the current list of five authorised signatories (excluding the Clerk who acts as administrator) must authorise every payment against invoices before authorising the payment using their own login details provided by the bank.

There is a facility for making urgent payments out of meeting if necessary. Such payments are also reported to the Parish Council's Finance Committee meeting and all decisions to spend funds as urgent action are ratified at the next Full Council meetings and minuted as such.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions. The Clerk makes an annual risk management report to the Council. A review of financial management risks is included as part of the review report.

Internal Audit

Last year, the Council appointed an independent Internal Auditor, Mr Gordon Fletcher, who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

- Reviews
- Insurance cover

A review of internal audit must be carried out before the end of each financial year.

Gordon Fletcher has indicated that he is willing to carry out an audit of the Parish Council again next year. The cost of this service is £150.

Gordon was previously the Audit Manager at Easington District Council before retiring when the Unitary Council was formed and set up his own business by providing an internal audit service for Town and Parish Councils. This has grown to a current portfolio of 7 local Town Councils and 24 local Parish Councils.

Gordon is C.M.I.I.A. (Chartered Member of the Institute of Internal Auditors) qualified and has his own professional indemnity insurance.

External Audit

The Council's External Auditors are Mazars, appointed by the Smaller Authorities' Audit Appointments (SAAA). They submit an annual Certificate of Audit, which is presented to the Council, together with a copy of their report listing any issues to be raised. At the end of the Audit the Council must display the Notice of Conclusion of Audit for 14 days and must make the Annual Governance and Audit Return (AGAR) and Final Accounts available on request. These are also displayed on the Parish Council's website.

4. REVIEW OF EFFECTIVENESS

The Council has a responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Full Council
- The Clerk to the Council who has responsibility for the development and maintenance of the internal control environment and managing risks
- The independent Internal Auditor who reviews the Council's systems of internal control
- Mazars, the Council's external auditors, who make the final check using the AGAR, which is completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.

5. EXTERNAL AUDIT REPORT

The external audit report for 2021-22 was carried out by Mazars and was completed in September 2022. No issues were raised by the external auditors.

6. INTERNAL CONTROL ISSUES

The Auditors did not raise any issues as part of the 2021-22 Audit.

The Internal Auditor did recommend that the Council open a new bank account, not associated with its existing bank, in order to further protect its finances. At present, only £85,000 would be protected as part of the Financial Services Compensation Scheme (FSCS). The Council has now opened an account with NatWest Bank and funds will be deposited into this account.

14. TO REVIEW THE MEMBERSHIP OF THE PARISH COUNCIL'S BUSINESS COMMITTEE

Councillor Elizabeth Scott took the opportunity to thank the Chair of the Council and Members of the Parish Council's Business Committee for their support and work over the last few years of this Committee. Elizabeth highlighted her pride in the Committee's work with Graham Soult and in hosting great events for the City. Elizabeth advised that it was with a heavy heart that she had decided to resign as both the Chair and Member of the Parish Council's Business Committee. Elizabeth advised that the recent application for STACK on Silver Street and the Parish Council's objection to this proposal had highlighted a conflict of aims within the Council and she felt that she was therefore unable to continue in these roles as a result.

It was **agreed** (by 8 votes in favour and 2 against) that Councillor David Freeman should become a Member of the Parish Council's Business Committee.

15. REPORT FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

- **Report by Cllr L Brown from the latest meeting of the Durham Access for All Group.**

Members received the following report by Cllr L Brown from the latest meeting of the Durham Access for All Group:

Access for All meeting 11/1/2023

- Letter to Parish Council discussed. Hopefully will be brought up at next PC meeting. Secretary will try to attend. Pavement and vehicle obstructions around Durham a major problem. Need clarification re police dealing with obstructions of pavements
- Access to Lumiere discussed
- Cathedral Access Panel. Secretary read out a letter from Deans PA explaining delay in inaugural meeting and hoping to schedule for beginning of 2023
- WH Smith not user friendly. Parish Clerk and Secretary met manager and asked for removal of clutter. Concerns raised regarding fire procedures. Fire exit not wheelchair friendly and no evacuation chair

- Milburngate Pedestrian Underpass. Letter from Susan Robinson. Planning consent not given for disabled access (*Why???*). Letter details alternative access which is lengthy and not fit for purpose. Secretary following this up
- Meeting with people responsible for refurb and rebuild of DLI. Happy with what was said. Access routes are indeed accessible. Just hope the money is available.
- Problems with Care Connect. Lack of staff training. Equipment malfunctions. Cllr Brown to follow up
- Signing in Prince Bishops poor. Couldn't find toilets from lift lobby.

End of report

There being no further business, the Chair thanked Members for their attendance and participation and closed the meeting.

Signed,

**Chair of the City of Durham Parish Council
(23rd February 2023)**

ITEM 6: PROPOSAL TO SUPPORT DURHAM PRIDE 2023 EVENT AS PART OF 10TH ANNIVERSARY

Introduction

Durham Pride marks its 10th anniversary in 2023. As part of that milestone, we propose a day of celebration for LGBT+ personnel serving in the British Armed Forces, past and present.

Our chair is an Army Air Corps veteran and although proud of his service, has always felt a stigma as when he decided to leave the Army on meeting a same sex partner and accepting his sexuality, it was then illegal with punishment of up to 7 years in prison and a dishonorable discharge. He considers himself lucky as many LGBT+ were imprisoned and/or discharged, affecting their job prospects and lives forever.

This is the backdrop for this idea, and we are inspired by his courage and determination to celebrate people who at the time, put their sexuality second to their devotion to serve their country. He also wants to recognize the positive strides the Armed Forces have made and celebrate serving personnel, highlighting equality and diversity but also letting the public know that LGBT+ people are putting their lives at risk today, in service of them and their country.

We have enlisted the help of 3 forces veterans charities Fighting with Pride, SSAFA and East Durham Veterans to help us plan and deliver this day of celebration. We are also fortunate to have the support of Col (Ret'd) Jeremy Cook OBE AAC who is now the Pro-Vice Chancellor for Colleges at Durham University.

The outline

The day will be held on Saturday 27th May 2023 from 12pm to 10pm on the Sands Field with a beer tent, fairground, food court, market stalls and entertainment for all the family to enjoy. It will be free to enter, and we will encourage the three regular services LGBT+ forums to get involved. We are inviting the Army Cadet Force, Air Training Corps and Navy cadets as well as TA units from across the North East.

We hope to have a fun 'Battle Challenge' competition with prizes for winning teams. We also hope to have Armed Forces stands/displays and recruiting information stalls.

The day will include some archive material to include the proud history of the DLI and hopefully some personal testimonies from people about their experiences from those who served and those who are serving now in different arms of the UK forces.

Support

We would welcome ideas from anyone around the day and what people would like to see whilst maintaining the military LGBT+ theme. We would also welcome volunteers for a variety of tasks they would be interested in performing. Perhaps a network veteran's team for the 'Battle Challenge' would be fun!

Funding

We are looking at what funding is available for this type of event; we did put an application into the Armed Forces Covenant Fund, but this was unsuccessful. Any

ideas around how we might fund the day would be very welcome. We have funds ringfenced for the Pride event the following day but not enough to cover both days. Many funders do not offer support for 1-day events which makes this day more of a challenge, but we are determined to deliver this for the county.

Durham Pride is looking for total funding of £6,000 towards this 1-day event and any support would be greatly appreciated.

At the Parish Council's Business Committee meeting on 31st January 2023, Members agreed to support this proposal with a suggested fund of £3,000.

The Parish Council has previously supported the Durham Pride event with previous support being just over £2,000.

Members are reminded that the Parish Council has agreed a total events budget of £25,000 for financial year 2023/24 and, if approved, it is proposed that this funding should be drawn from this fund to support this event.

DECISION REQUIRED	For Members to consider supporting the 10 th Anniversary of Durham Pride to a total cost of £3,000, as set out in the above report.
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ITEM 8: PROPOSAL TO REQUEST A VOLUNTARY CONTRIBUTION TO THE PARISH COUNCIL PRECEPT FOR FINANCIAL YEAR 2023/24

In the financial year 2019/20 a total of £7,429,000 was lost in Council tax revenue in Durham due to Class M and Class N (student) exemptions. This figure for 2020/21 has increased by £1,368,335 to £8,797,335. In addition to which £41,174 was also lost due to 'Student Disregards'.

As of 1st December 2021, there are 22,219 active students at Durham University, of these 18,276 live within DH1 of which 7,328 are in college affiliated accommodation, either owned by the University or leased from the private sector. Next year the University expects the numbers in college affiliated accommodation to rise to 7,528. There are also 965 students that reside at home and a further 434 in rented accommodation outside of DH1, all within regular commuting distance of Durham City.

There are 934 students studying away from Durham as part of their course (e.g. year abroad) and the University also has a number of students who are studying online and who do not reside in Durham, 1,610 students took that option this year up from 259 at December 2019. The University expects this to reduce post-pandemic but to support future growth in this area the University are expanding the number of dedicated online only programmes.

The University Strategy 2017-2027, which was approved by the University Council in 2016, has a target of 21,500 active students by 2027. The University student intake for 2020 and 2021 was higher than anticipated due to the unexpected shifts in the grading of A-levels and other Level 3 qualifications. The University expects to return to the overall target in the coming years as the larger intakes of 2020 and 2021 progress to graduation.

There are already some 22,219 Durham University students, well above the target of 21,500 for 2026/27. The sharp increase in student intake in 2020 and 2021 has resulted in a number of issues for the City, albeit all students have been accommodated whilst in Durham for their studies.

Residents have reported the waste in areas with high student populations has been the worst they have experienced in the City and DCC have put in extra resources to deal with these issues.

The Environment Committee recently met to discuss this issue and took the opportunity to commend the work of DCC officers on the ground dealing with these issues. Committee Members highlighted that much of the resources of the County Council are as a result of activities from the non-Council tax paying population of our parish.

The grant from Central Government to local Government to cover the loss of class N exemptions has been steadily removed since 2010 and therefore most, if not all, of the expenditure to deal with these issues is required from local authorities.

The Parish Council's Environment Committee has highlighted that a huge increase in resources is clearly required to deal with the environmental issues associated with such a high student population in a compact city centre.

In the Summer of 2022, the Environment Committee proposed that the Parish Council formally requests a voluntary contribution from local landlords towards the Parish Council's precept in order to meet this resource need. At the time, it was anticipated that any additional funding acquired from this appeal to landlords will be directed towards additional bin provision, warden and/or officer time to deal with bins and other issues.

It was also proposed that any and all contributions towards the precept will be published to promote those landlords who do contribute to the City and its well-being.

This proposal did not receive full support when presented in July 2022 and it was agreed that the decision on this should be deferred until after the Chairs of both the Environment Committee and the Business Committee had met to discuss this.

It was agreed that this proposal would thereafter be revisited by Full Council in early 2023.

Members should be aware that the Business Committee is presently seeking to engage further with the private rental sector in the City and has recently launched a survey for landlords to respond to. It was agreed at the Business Committee meeting in November that requesting a voluntary contribution towards the precept should be removed from the survey.

If agreed, it is proposed that the Council delays this request until later into the new financial year.

Members may also wish to consider whether an alternative request for all businesses to become business sponsors to other initiatives such as the Coronation celebrations might be a possibility.

DECISION REQUIRED	For Members to decide whether to launch an appeal to local landlords for a voluntary contribution to the Parish Council's precept, as set out in the above report.
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ITEM 9: DCC CONSULTATION ON DRAFT HOMELESSNESS AND ROUGH SLEEPER STRATEGY

Under the Homelessness Act 2002 all housing authorities must have in place a homelessness strategy based on a review of all forms of homelessness in their area. The Homelessness Act 2002 determines that the life of a strategy should be no more than five years and the action plan should be reviewed annually.

The introduction of the Homelessness Reduction Act in April 2018 resulted in a revised Code of Guidance, this led to the Homelessness Review in 2018, the development of this revised strategy and how best to satisfy the new duties set out in the Act around service delivery.

To further meet the needs of residents and their communities, the County Council is looking to refresh its Homelessness and Rough Sleeper Strategy which will cover the next five years to 2028.

We are therefore now being consulted on a new strategy to help reduce homelessness and rough sleeping in County Durham.

The new strategy will focus on four main priorities. These include preventing people from becoming homeless in the first place; increasing the number of affordable homes available and improving access to them; ensuring the appropriate support is available for people who are homeless; and ending rough sleeping for good.

The new strategy

The new strategy will be developed around four main areas of work, which are outlined in the Gov.uk: homelessness code of guidance for local authorities.

These priorities are:

Priority 1: prevent people from becoming homeless

DCC has a range of tools and advice to help prevent homelessness at the earliest opportunity. DCC believes in, and is committed to, continuing and expanding these through targeted initiatives and specialist teams.

Priority 2: improve access to and supply of accommodation

DCC recognises the pressure on demand for suitable and appropriate accommodation, within the county, for people who are homeless or threatened with homelessness. Over the next five years, DCC aims to increase the availability and provision of specialist accommodation, where there is a need.

Priority 3: ensure the appropriate support is available for people who are homeless (work with partners to build resilience in people)

DCC understands that some people who are homeless or at risk of homelessness, may benefit from additional support, to enable them to access and sustain suitable accommodation. Over the next five years, DCC aims to increase accessibility to support, improve referral pathways and ensure support is tailored to meet the needs of the individual.

Priority 4: end rough sleeping for good

Over the next five years DCC aims to end rough sleeping for good, aligned to Gov.uk: ending rough sleeping for good. DCC will focus on:

- better prevention
- swift and effective intervention
- recovery and transparent and joined up working

Feedback will be used to shape the draft strategy and action plan, which will be available for a further round of consultation later in 2023. Once adopted, the new strategy and action plan will inform our work to reduce homelessness and rough sleeping.

The closing date for comments is 5th March 2023.

DECISION REQUIRED	For Members to agree their response to the draft homelessness and rough sleeper strategy.
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ITEM 10: PROPOSAL TO CO-HOST AN EVENT TO OFFICIALLY RECEIVE THE CITY'S BEACON AT JUBILEE WALK

Members are reminded that the Freeman have recently funded the creation of a beacon for the City by a renowned artist at a cost of over £10,000. The beacon is set to be completed by the end of February and installed at Jubilee Walk thereafter.

The project has also resulted in significance costs for the County Council with estimates of costs incurred being around £60,000-£70,000 for the project. The scheme gained planning approval in 2022 and is intended to be in place ahead of the Coronation of the new King in May 2023.

As part of preparations for the Coronation, the Parish Council has established an 'Operation Golden Orb' Working Group involving many of the major stakeholders of the City in order to plan events for Coronation weekend. It is expected that the beacon will be lit on Saturday 6th May 2023.

The Freeman regard the beacon as a gift to the City and this will be supplemented by two interpretation boards to advertise the project and the artist who has worked on the beacon. The County Council has agreed to take on the maintenance and insurance of the beacon, except the burner unit.

In January, the County Council asked if the Parish Council would consider taking over this element of the project and also manage any events associated with the lighting of the beacon as set out in the Memorandum of Understanding agreed at Full Council in January 2023.

The Freeman are now hoping to have an official handover ceremony for the Beacon and the below follows a meeting of all parties for planning for this event:

Proposed handover ceremony for the Durham City Beacon

- The agreed date for the event is 27th March 2023.
- The event will involve all those who have taken an active role in delivery of the project, including the works to Jubilee Walk (approx. 80 attendees).
- Kevin Edworthy has confirmed that, as the event is to be a private event by invitation only, a Safety Advisory Group application does not need to be submitted.
- His Majesty's Lord Lieutenant will be invited to light the beacon as part of the handover ceremony.
- The reception will take place in the Durham Room at County Hall and the running order will be:

5:45pm – guests arrive.

6:00pm – the Lord Lieutenant arrives (greeted by the Chair of the Council and announced by Arthur Lockyear).

6:35pm – speeches will take place (running order: Lord Lieutenant, Freeman representative and Chair of DCC).

7:00pm – guests to be invited to walk to the beacon.

7:15pm – guests must have left County Hall.

7:40pm – a prayer will be read by Canon Michael (Freemen Trustee) – invited to do so by Mayor.

7:45pm – beacon is lit by the His Majesty's Lord Lieutenant.

7:50pm – the Mayor thanks everyone for their attendance and guests are invited to leave.

7:55pm – guests leave the event.

8:30pm – the beacon is turned off.

- The Freemen will fund the catering for the event
- The Parish Council has assumed responsibility for funding the fire burner.
- Arthur Lockyear will announce the Lord Lieutenant to the event.
- The Freemen will be sending out the formal invitations
- The dress code for the event is "smart and appropriate to the weather conditions as part of the event is outdoors".
- Adam and volunteers from the Freemen will help direct guests to and from Jubilee Walk.
- Adam will check on the availability of the fire and rescue service and the Durham City Medics to support the event.

Specialist contractors will be in situ during the event to install the fire burner and manage all of the lighting requirements. This will be at a cost of £1,360 (ex. VAT) and it is expected that this cost will be met by the Parish Council.

DECISIONS REQUIRED	1) For Members to agree to co-host the official handover event for the Durham City beacon on 27th March 2023 as set out in the above report. 2) If 1) is approved, for Members to agree to cover the costs associated with the fire burner for the beacon as agreed in the Memorandum of Understanding.
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ITEM 11: DCC REVIEW OF THE PUBLIC SPACE PROTECTION ORDER FOR DOG OWNERSHIP 2023

Durham County Council introduced a PSPO to fine irresponsible dog owners in 2017 to tackle issues in local communities from irresponsible dog ownership. The order, which was supported by 80% of people who responded to our consultation, makes it an offense to:

- allow a dog to foul without picking it up
- allow a dog to stray
- fail to put a dog on a lead when asked to do so by an authorised person (council staff, neighbourhood wardens or police officer)
- allow a dog in a fenced off play area it should not be in (a notice will be displayed warning of this)

Owners can be issued with a Fixed Penalty Notice (fine) of £100 if they do any of these things. The introduction of the PSPO has helped the Council:

- create safer and more welcoming play areas
- reduce the number of stray dogs
- tackle dog fouling issues

Despite these improvements, dog fouling and other dog related issues remain a key area of concern for communities across the county. DCC is therefore proposing to expand the PSPO to tackle other issues. The current PSPO runs to May 2023 and DCC is seeking views on expanding the PSPO to include the following:

Dogs being banned from more fenced off play areas

DCC is now proposing to include new play areas developed since 2017, tennis courts and multi-use games areas which will help improve the quality and safety of more play spaces. Notices will be displayed near each place warning of this.

In the City of Durham Parish Council area this will include:

Durham	Low Barns, Park House Road, Durham	DH1 3QF
Durham	Wharton Park, Framwellgate Peth, Durham	DH14RS

Dogs to be on leads in churchyards, cemeteries and crematoria

DCC manages 46 cemeteries and 98 churchyards across the county. They are sensitive and tranquil locations which are important to communities, as well as relatives and friends of those who are buried there. Unfortunately, dog fouling can

be an issue and there are several ongoing complaints across the county. Having dogs on leads will help to respect mourners and families, as well as helping to reduce dog fouling issues.

In the City of Durham Parish Council area this will include:

Durham St Bede's, Redhills	DH1 4AX
Durham St Cuthbert's North Road	DH14NH
Durham St Margaret's South Street	DH1 4PR
Durham St Nicholas	DH1 1LH
Durham St Oswald's Church Street	DH1 3DG
Durham St Oswald's Church Street	DH1 3DQ
Durham St Oswald's Stockton Road	DH1 3DU
Gilesgate St Giles and Parish Area	DH1 1QQ
Durham South Road	DH1 3TQ
Durham Crematorium	DH1 3TQ

Dogs to be on leads on identified marked sports pitches

Clubs across the county regularly raise issues about dog mess on sports pitches. Having dogs on leads will help reduce this. Notices will be displayed in the vicinity warning of this.

In the City of Durham Parish Council area this will include:

Lowes Barnes	Park House Road, Durham	DH1 3QF
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Dog walkers to walk a maximum of six dogs at once

Dog ownership has increased over the past few years and there has been a subsequent increase in professional dog walkers. This measure will help with public safety and has been introduced in other local council areas.

All dogs in an open space to have a collar and tag

Legally, pet dogs must wear a collar with their owner's information when in a public space. You could be fined up to £500 if it does not have one. These details can be inscribed on the collar itself or written on a plate or badge attached to your dog's collar.

It is also a requirement for your dog to be microchipped. When DCC picks up stray dogs, a significant number are not microchipped. The requirement in the PSPO to have a collar and tag will help return dogs to their owners more quickly.

A full copy of the draft PSPO can be found here:

<https://www.durham.gov.uk/media/41287/Draft-Space-Public-Protection-Order-for-dogs-2023/pdf/DraftPublicProtectionOrderDogs2023.pdf?m=638096306383330000>

Responses will be considered and findings will be reported back to Cabinet and a decision made to confirm the conditions of the PSPO. The PSPO, including any changes, will be introduced by May 2023. It will be publicised on DCC's website and locally across the county where owners take their dogs. A publicity campaign will be carried out to raise awareness of the PSPO order and any new offences it creates.

The closing date for comments is 5.00pm on Monday 13 March 2023.

DECISION REQUIRED	For Members to agree their response to the draft PSPO for dog ownership 2023.
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ITEM 12: DCC REVIEW OF TRAFFIC SENSITIVE STREETS ACROSS COUNTY DURHAM

DCC currently has a single permit scheme for work on our roads and footpaths. It means that companies carrying out work must have a permit before they do so.

As a street authority, DCC may designate certain streets (or parts of streets) as traffic sensitive. This means that any work on the street will have a big impact as there is a high level of use, and anyone who wants to do work on it must give a greater amount of warning and apply for a permit to get permission.

As part of that scheme, DCC also has to provide an up-to-date list of streets in the county that are classed as 'traffic sensitive'. The list identifies streets that are highly used by pedestrians or vehicles and helps DCC to understand the potential

effects that any work would have on pedestrians, businesses, organisations or major events in the area.

The Department of Transport issued reforms in May 2022 which mean DCC is required to change its criteria for 'traffic sensitive' streets. This means that streets which were classed as 'Winter Maintenance Route' or 'Tourist Route' will be removed, but "A roads" have been added. Statutory guidance also recommends that DCC reviews its traffic sensitive streets every two to three years.

As part of the new criteria, the categories for traffic sensitive streets will change from 1 April 2023. DCC must make sure its list of traffic sensitive streets is up-to-date and that they meet the new criteria.

Designation may apply to the road, pavement, both or to any part of a length of the street. It may also only apply at certain times of day, days of the week, or days of the year.

How DCC decides if a street is traffic sensitive

From April 2023, DCC will define a street as traffic sensitive if it:

- has an estimated traffic flow of greater than 500 vehicles per hour per lane (excluding bus or cycle lanes)
- is a single lane two-way road, with a lane width of less than 6.5 metres and has a total traffic flow of more than 600 vehicles per hour
- has more than 25% heavy commercial vehicles
- has more than eight buses per hour in both directions
- is within 100 metres of an important traffic lit junction, roundabout or gyratory (complex roundabout)
- has a pedestrian flow rate of at least 1300 people per hour per metre width of pavement
- is designated as an A road

Traffic sensitive street list

DCC has a list of over 600 streets in the county that are classified as traffic sensitive. This is a reduction in the number of Traffic Sensitive Streets from the previous review in 2019, which had over 800 streets listed.

DCC is talking to businesses, contractors and other people who carry out work that may affect the use of those roads and footpaths e.g. digging them up. DCC is particularly interested in hearing the views of local businesses, organisations and those involved in organising major events or attractions in the county. DCC would like to know if we feel a street or area should be added to the list, why and when.

DCC is proposing to remove the following streets from the existing list of traffic sensitive streets in our parish:

DURHAM CITY FOOTPATH 48
FIELDHOUSE LANE
SOUTH STREET
ALBERT STREET
TOLL HOUSE ROAD
GREEN LANE
GROVE STREET

The following streets will therefore be those included in the list of traffic sensitive streets in our parish:

A690 (BETWEEN NORTH ROAD ROUNDABOUT AND MILLBURNGATE ROUNDABOUT)
FRAMWELLGATE
NORTH ROAD
CLAYPATH
MARKET PLACE
SADDLER STREET
SUTTON STREET
NORTH END
CROSSGATE
OLD ELVET
ELVET BRIDGE
NEW ELVET
MILLBURNGATE
CHURCH STREET HEAD
DUN COW LANE
FRAMWELGATE BRIDGE
SOUTH CRESCENT
SOUTH ROAD
BOW LANE
CHURCH STREET
PROVIDENCE ROW
NORTH BAILEY
OWENGATE
QUARRYHEADS LANE
SILVER STREET
SOUTH BAILEY
STOCKTON ROAD
WHINNEY HILL
HALLGARTH STREET
MARGERLY LANE
CROSSGATE PETH

LEAZES BOWL ROUNDABOUT
MILBURNGATE ROUNDABOUT
NORTH ROAD ROUNDABOUT
A690 (FROM NORTH ROAD ROUNDABOUT TO FRAMWELLGATE PETH)
SNIPERLEY ROUNDABOUT
COCK O' THE NORTH ROUNDABOUT
MOUNTJOY ROUNDABOUT
LEAZES ROAD
ROAD BETWEEN MARKET PLACE AND LEAZES ROAD ROUNDABOUT

The closing date for comments is 5.00pm on Friday 24 February 2023 so this will need to be agreed at the meeting this evening.

DECISION REQUIRED	For Members to agree their response to the consultation on traffic sensitive streets.
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ITEM 14: REPORT BY CLLR A DOIG ON THE MOST RECENT MEETING OF THE PARISH COUNCIL'S COMMUNITY AND RESIDENTS' ASSOCIATION FORUM (CRAF).

Minutes of the Community Residents' Association Forum meeting held on Wednesday 25th January 2023

Present: Adam Shanley and Alan Doig (City of Durham Parish Council) Sylvia Hope and Carole Lattin (Gilesgate Residents Association), Alan Hayton and Des Ward (Whinney Hill Community Group) Roz Layton (Elvet Residents Association), Simon Priestley (Crossgate Community Partnership), David Rosser (Sheraton Park Residents Association), Mike Costello (Distressed Residents in the Viaduct Area), Kirk Leister (St. Nicholas Community Forum) and Walia Kani (Durham University Residents Forum).

1. Welcome and apologies

Apologies were received from Fiona Adamson (Mount Oswald) and Richard Hornby (Gilesgate Residents Association).

2. To receive and approve as a correct record the minutes of the Forum meeting held on 18th October 2022

The minutes of the meeting held on 18th October 2022 were unanimously **agreed** as a true and accurate record of proceedings, subject to the following addition under AOB:

"It was suggested that an independent economic and social impact assessment of the City Centre and, particularly the impact on the traditional residential communities immediately located within the boundaries of the City of Durham Parish Council, be undertaken to establish the negative and beneficial effects Durham University and its expansion plans has upon them. This was agreed by all those present, including the Parish Clerk and the Convenor and it was also agreed that this would be presented to the Full Parish Council".

In proposing this addition, Alan Hayton noted his disappointment that 3 months had been lost since the last meeting and this request to Building Research Environment (BRE), the company who carried out the 2012 review for the County Council, had not been made.

The Secretary advised that at present BRE had only been tasked with producing a scoping document and quotation to provide an evidence base in favour of the introduction of Additional Licensing across the City of Durham parish area.

Alan Hayton offered to draft a scoping document to provide to BRE so that they might provide a quotation for this report to be carried out.

The Forum unanimously **agreed** to request this from BRE.

3. Addressing ASB/ progressing the Service Level Agreement with Durham Police for enhanced policing

The Convener highlighted that the Parish Council had been working for a number of months on this proposed SLA with Durham Police to provide an enhanced policing service for the parish area.

The Convener advised that it is looking likely that the Parish Council will agree a total fund of £50,000 towards this SLA and the enhanced policing will commence in April 2023. The Convener advised that this would fund two additional police officers (not PCSOs) for Wednesday, Friday and Saturday evenings.

As part of this SLA, Durham Police will be providing a vehicle and fuel (fully funded) and Joy Allen is also funding a Safer Streets Coordinator who will be responsible for, amongst other activities, producing reports to the Parish Council and providing feedback to residents who contact 101 / 999.

The Convener highlighted that the SLA has been shared around Forum Members and its content is set to be discussed and agreed at Full Council in January 2023.

Des Ward highlighted that the Police and Crime Commissioner's precept is also set to increase and advised that he was unhappy at having to pay twice for the same service.

Alan Hayton also expressed his unhappiness at the proposed increase in the Parish Council's precept and advised that he felt that residents are having to subsidise an ever expanding night-time economy for students.

Alan Hayton advised that residents were expected to pay for the Safety Hub and he could see no benefit from this service.

Roz Layton highlighted her previous work as part of the Street Angels programme and advised that she had seen the hub in operation and felt that it was providing an invaluable service.

The Secretary highlighted that only 3 weeks ago the staff from the Hub had saved the lives of 2 men on Milburngate Bridge as well as other actions throughout the month.

Des Ward advised that he felt that it would be helpful to receive some monthly stats from the Hub so that residents can better appreciate the service being provided.

Simon Priestley advised that he felt that the Parish Council should be commended for having reached a point whereby the Hub had been established and residents now had the offer of two additional police officers to safeguard the public around the parish.

Mike Costello advised that he felt that the tax burden on residents had steadily increased over the last few years.

The Convener highlighted that this SLA was a 12-month trial and it would be reviewed in 2024.

Alan Hayton and Des Ward asked that monthly reports from the Safer Streets Coordinator be circulated to residents.

4. Paper from the Convener on feedback on the Forum from the Whinney Hill Community Group

The Convener thanked Alan Hayton and the Whinney Hill Community Group for their work in producing a report on the work of the Forum and how it functions.

Alan Hayton advised that he understood that the Forum would be for residents only who would set the Agenda of meetings focusing on a small number of specific issues. Alan also advised that he understood that there would be no Parish Councillor involvement in the Forum but that the Clerk of the Parish Council would act as an intermediary between CRAF and the Parish Council.

The Convener advised that the Forum would be deciding on its membership and constitution at its forthcoming AGM in April 2023.

5. Dates of future meetings in April 2023 (AGM), July 2023, October 2023

The dates of future meetings of the Forum were **agreed** as follows:

Wednesday 26th April 2023 (AGM) at 5pm.

Wednesday 26th July 2023 at 5pm.

Wednesday 25th October 2023 at 5pm.

There being no further business, the Convener thanked Forum Members for their attendance and contributions and closed the meeting.

Signed,

**Forum Convener
(26th April 2023)**